MINUTES
Board of Library Trustees
1984

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Rick J. Ashton
director

23 January 1984

To: All Library Board Members

From: Rick Ashton Rick Ashton/cA

1984 is here and Big Brother is watching, but I hope the Board of Library Trustees will continue to meet anyway. The meeting is scheduled for Thursday 26 January at 3:00 p.m. in the board room of the Main Library.

The enclosed materials are for your use in preparing for the meeting. I look forward to seeing you on Thursday. I hope you will also be able to join Marcia and me for dinner on Saturday, 4 February, to celebrate the success of the Friends of the Allen County Public Library "It's Gold" campaign. Your invitation is attached.

RJA/cma

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Board Room, Main Library
3:00 p.m.
26 January 1984

1. Adoption of the agenda.

2. Approval of the Minutes of the 22 December 1983 regular Board meeting.

3. Reception of the financial report of 31 December 1983.

4. Report of the Director.
   A. Fuel oil purchase investigation.
   B. American Library Association Midwinter meeting.
   C. Report on LIBRIS acquisitions system.
   D. Library milestones of 1983.
   E. Friends of the Allen County Public Library membership campaign.
   F. Other.

5. Adoption of a resolution of appreciation for the work of Mrs. Lu Ann Beaman, president, 1983.

6. Report and recommendation of the Committee on the Allen County Public Library Foundation.

7. Adoption of a resolution to advertise for bids for computer equipment.

8. Adoption of a fund transfer resolution.

9. Appointment of G. Stanley Hood as attorney to the Board for 1984.

10. Appointment of C. David Coil as consulting engineer to the Board for 1984.

11. Appointment of standing committees. Mr. Tazian.

12. Approval of proposed amendment to authorized staffing table.

13. Approval of the following salaried appointment:
    Cynthia E. Williams, Switchboard, Grade 3, #522, $9,954.46.

14. Approval of payment of the following bills:

Operating Fund	$111,148.04
Blue Cross	5,795.00
Indiana Employee Security Division	1,397.00
Mutual Benefit Life	2,078.80
PERF - Employer	19,143.74
Indiana and Michigan Electric Company	11,348.38
The Shoreham Hotel	438.00
Summit Health	1,988.80
Indiana Library Association	20.00
PERF - Employer	14,801.68
U.S. Postal Service	5,000.00
Paul Deane	159.66
Marie Williams	41.75

Laura McCaffery	11.95
Sue Andrews	23.29
Michael Clegg	97.88
Rick Ashton	95.41
Sheraton Meridian	60.43
FICA	12,568.81

15. Other business.

16. Adjournment

Following adjournment, a brief tour of reorganized and rearranged areas of the Main Library public services departments will be given.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

26 January 1984

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 26 January 1984 in the board room of the Main Library. Members present: Zohrab Tazian, Lu Ann Beaman, James Ganaway, Rae Gates, Patricia Beers, Mary Koehlinger. Member absent: Alan McMahan. Mr. Tazian presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 22 December 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 31 December 1983. Douglas Lehman, financial manager, presented the report. The Board received the report as presented.
4. Report of the Director. Dr. Ashton reported on the following matters:
   A. Fuel oil purchase investigation. Staff members have investigated various alternatives, but do not have a positive recommendation to make at this time.
   B. American Library Association Midwinter meeting. Three staff members, Rick Ashton, Michael Clegg, and Paul Deane, attended. Mr. Clegg and Mr. Deane have active committee assignments which help to develop relationships with other libraries and with the library field generally.
   C. Report on LIBRIS acquisitions system. Luana Stanley, technical services manager, presented the report. A summary of her report is appended.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

26 January 1994

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 26 January 1994 in the board room of the Main Library. Members present: Zobrak Taylan, Lu Ann Hamman, James Gurnsey, Rae Gates, Patricia Beere, Mary Koehlinger. Member absent: Alan Mehlman. Mr. Taylan presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the Minutes of the 22 December 1993 regular Board meeting. The Board approved the Minutes as circulated.

3. Presentation of the financial report of 31 December 1993. Douglas Lehman, financial manager, presented the report. The Board received the report as presented.

4. Report of the Director. Dr. Ashton reported on the following matters:

A. Fuel oil purchase investigation. Staff members have investigated various alternatives, but do not have a position recommendation to make at this time.

B. American Library Association Midwinter meeting. Three staff members, Ann Ashton, Michael Clapp, and Paul Deane, attended. Mr. Clapp and Mr. Deane have active committee assignments which help to develop relationships with other libraries and with the library field generally.

C. Report on LIBRIS acquisitions system. Diana Stanley, technical services manager, presented the report. A summary of her report is appended.

D. Library milestones of 1983. The major achievement was the 19% increase in circulation of all materials, with a total number of items loaned, 2,141,461. Although this rate of growth will be difficult to maintain, the excellent support of the community and growth in staff productivity promise excellent results in 1984.

E. Friends of the Allen County Public Library membership campaign. By Friday 27 January, the receipts from the campaign will exceed $20,000. This excellent response is an indicator of community good will toward the Library and newspaper, television, and radio responsiveness, along with an indication of the effectiveness of the Friends group.

F. Other.

1. Affirmative Action-Equal Employment Opportunity report. In response to the requirements of the policy adopted in April 1983, the following report is made on Library hiring and staff patterns at the end of 1983:

1983 Hires	Total Staff 1 January 1984
67 hires	220 staff
25.4% minority	11.3% minority
55.3% female	64.7% female
44.7% male	35.3% male
11.8% over age 40	37.7% over age 40

2. Utility cost avoidance. Figures up through 1 December 1983 indicate that a total cost avoidance of $52,432 has been achieved during 1983 as a result of the energy management computer control system in place in the Main Library and Hessen Cassel Branch Library buildings. This shows a payback of the full investment made in this system in less than one year.

5. Adoption of a resolution of appreciation for the work of Mrs. Lu Ann Beaman, president, 1983. The Board adopted the resolution as presented, presenting a copy to Mrs. Beaman and appending the resolution to these Minutes.
6. Report and recommendation of the Committee on the Allen County Public Library Foundation. Mr. Tazian reported for the Committee the nomination of Alan McMahan and Patricia Beers as members of the Board of Trustees of the Foundation. The Board approved these nominations and empowered the Committee on the Allen County Public Library Foundation to secure and finalize the appointments of two additional outside members for the Board of the Foundation.
7. Adoption of a resolution to advertise for bids for computer equipment. The Board adopted the resolution as presented.
8. Adoption of a fund transfer resolution. The Board adopted the resolution as presented.
9. Appointment of G. Stanley Hood as attorney to the Board for 1984. The Board approved the appointment of Mr. Hood at an hourly rate of $65 for the calendar year 1984.
10. Appointment of C. David Coil as consulting engineer to the Board for 1984. The Board appointed Mr. Coil at a rate of $100 per month, and an hourly rate of $40 for inspection trips requiring more than one hour.
11. Appointment of standing committees. Mr. Tazian appointed the following committees:

    Compensation:
    Rae Gates, chairman
    Alan McMahan
    Zohrab Tazian

    Personnel:
    Lu Ann Beaman, chairman
    Patricia Beers
    Mary Koehlinger

Insurance:
James Ganaway, chairman
Alan McMahan
Mary Koehlinger

Policy:
Alan McMahan, chairman

By-Laws:
Lu Ann Beaman, chairman

12. Approval of proposed amendment to authorized staffing table. The Board approved the creation of a full-time Grade 7 position in the Personnel Division at a salary of $16,800 for 1984. The title of the position is Volunteer Manager. Funding for the $9800 to expand this budgeted part-time position to a full-time position is to be taken from the contingency line of the 1984 Personnel budget.

13. Approval of the following salaried appointment: The Board approved the appointment of Cynthia E. Williams, switchboard operator, Grade 3, #522, $9,954.46.

14. Approval of payment of the following bills: The Board approved payment of the following bills:

Operating Fund	$111,148.04
Blue Cross	5,795.00
Indiana Employee Security Division	1,397.00
Mutual Benefit Life	2,078.80
PERF - Employer	19,143.74
Indiana and Michigan Electric Company	11,348.38
The Shoreham Hotel	438.00
Summit Health	1,988.80
Indiana Library Association	20.00
PERF - Employer	14,801.68
U.S. Postal Service	5,000.00
Paul Deane	159.66
Marie Williams	41.75
Laura McCaffery	11.95
Sue Andrews	23.29
Michael Clegg	97.88
Rick Ashton	95.41
Sheraton Meridian	60.43
FICA	12,568.81

15. Other business. None.

16. Adjournment. The Board adjourned.

Following adjournment, Janet Hartzell, cataloging services manager and chairman of the Reorganization Task Force, led the Board members on a brief tour of reorganized and rearranged areas of the Main Library public services departments.

25 January 1984

LIBRIS II EVALUATION

In February 1983, LIBRIS II, Baker & Taylor's automated acquisitions system, was installed in Acquisitions Services. At that time, some concern was expressed about the Allen County Public Library becoming dependent upon Baker & Taylor, as owner of the system, to supply most of our materials and losing the freedom to "shop around" for the best prices or losing out entirely on materials we wished to acquire. In reality, the exact opposite has happened. Acquisitions Services has been able to take better advantage of quantity discounts from Baker & Taylor while expanding our vendor base by one third.

The majority of the Acquisitions Services staff use LIBRIS II with great skill on a daily basis, while the rest have acquired the ability to use LIBRIS II in a limited way. Other Allen County Public Library staff have been instructed in its use and utilize it as the need arises.

As a result of this online system, Acquisitions Services has been able to:

- Reduce the turnaround time for order and receipt of materials from three months to three weeks for 80% of the material.
- Eliminate unwanted duplication of titles.
- Eliminate on-order paper files in Acquisitions Services and in all agency locations.
- Consolidate orders for titles.
- Become and stay current in order placement and fund accounting.
- Divert Acquisitions Services staff and volunteers into other neglected tasks within the department and division.
- Reduce staff hours in Acquisitions Services by 20 hours per week.
- Become more efficient in ordering, claiming, and cancellation procedures.

LIBRIS II COSTS

	Budgeted	Expended
Rental equipment	$ 3,000.00	$ 2,000.00
Telecommunications*	21,000.00	10,000.00
Data Base use	5,400.00	3,200.00
	$29,400.00	$15,200.00

*Installation of a dedicated telephone line in April 1983 allowed the ACPL to cut telecommunication costs by one half.

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Rick J. Ashton
director

TO LU ANN BEAMAN

In appreciation of your leadership as president of the Board of Library Trustees during 1983, we adopt this resolution of thanks. Your attention to detail, good humor, and judicious use of the gavel have advanced the cause of the Allen County Public Library during a year of tremendous growth and change. In token of our gratitude, we set our hands to this document and spread it upon the Minutes of the Board.

Robert K. Taylor
Carl Beer
Ron Gates
Ernest H. Januszewski
Mary Koehlinger

26 January 1984

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Rick J. Ashton
director

AGENDA ITEM 6
Recommended Action: Acceptance of report and appointment of members

REPORT OF THE COMMITTEE ON THE ALLEN COUNTY PUBLIC LIBRARY FOUNDATION
Zohrab Tazian, chairman, Rae Gates, Mary Koehlinger

The Committee met with representatives of the Board of Directors of the Friends of the Allen County Public Library, Library staff, and Steven Williams, attorney, on 17 January. A few minor changes were suggested to the trust document creating the foundation. Since the body creating the foundation is the Friends of the Library, not the Board of Library Trustees, no action is required on the terms of the trust document. However, the Board of Library Trustees must appoint four members to the Board of Trustees of the foundation. A slate of proposed appointees will be presented at the 26 January Board meeting.

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Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Adoption of resolution to advertise

PURCHASE OF MICRO-COMPUTER EQUIPMENT

The Library staff, with the assistance of computer consultant LaVern L. Ludden, has developed proposals for purchase of four stand-alone micro-computer systems for several Library operating purposes. One system would be used for support of the circulation and patron records in Talking Books. One system would support the booking system for film, video, and equipment in Art, Music, and Audiovisual Services. One system would be used for accounting and related purposes by the Financial Services office. One system would be used for various in-house business applications, including storage and manipulation of mailing lists, volunteer lists, personnel records, and similar matters.

The total cost of these four systems will be in the neighborhood of $33,000. Because of the length of the equipment list and the size of the purchase, the staff believes that most advantageous pricing will be secured by going through a formal bidding process. The bid opening will be held before the regular February Board meeting, with recommendations to the Board on the awarding of purchases at the February Board meeting.

AGENDA ITEM 8
Requested Action: Approval

FUND TRANSFER RESOLUTION

WHEREAS, It has been determined it is necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Section 1. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Allen County Public Library the following additional sums of money are hereby appropriated and ordered set apart in the Operating Fund for the purposes specified, subject to the Laws of the State of Indiana:

ALL AMOUNTS shown as POSITIVE numbers in the column labeled "AMOUNT OF REVISION," on the attached document, which is incorporated by reference into this Resolution.

TOTAL	REQUESTED	APPROPRIATED
	$62,600.00	$62,600.00

Section 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which they were appropriated, be it further resolved that the following existing appropriations be reduced in the following amounts:

ALL AMOUNTS shown as NEGATIVE numbers in the column labeled "AMOUNT OF REVISION," on the attached document, which is incorporated by reference into this Resolution.

TOTAL	REQUESTED	REDUCED
	$62,600.00	$62,600.00

Presented to the Board of Library Trustees, read in full, and adopted this 26th day of January 1984 by the following Aye and Nay vote:

AYE	NAY
Nancy K. Tyson	
Patricia Beer	
Rae Sales	
James K. Hanaway Jr	
Mary Loebler Jr	
Lu Ann Beaman	

ATTEST:

Secretary, Board of Library Trustees

DISK SF136 1984 BUDGET REVISION 1/18/1984

CATEGORY	LINE NO.	1984 REVISED BUDGET	1984 ORIG. BUDGET	AMOUNT OF REVISION	1983 ACTUAL EXPENDITURES	1983 BUDGET
SALARY OF DIRECTOR	111	48350	48350	0	40405.00	40405
SALARY OF ASSTS	112	2378680	2385680	-7000	2223028.57	2308274
WAGES OF JANITORS	114	130086	130086	0	135321.00	125321
FICA	121	179488	179488	0	142224.46	166000
UNEMPLOYMENT COMP	122	10000	40000	-30000	2945.67	7000
PERF	123	83580	83580	0	53988.63	60000
GROUP INSURANCE	124	129000	129000	0	101000.00	101000
TOTAL PERS. SVCS		2959184	2996184	-37000	2698913.33	2808000
OFFICIAL RECORDS	211	350	350	0	350.00	350
STATIONERY& PRINT	212	14000	14000	0	38948.09	10000
OFFICE SUPPLIES	213	10000	15000	-5000	18951.38	13000
CLEANING SUPPLIES	221	22000	35000	-13000	33911.84	39000
FUEL, OIL, LUBRICANTS	222	40000	40000	0	20847.03	42000
OPERATING SUPPLIES	223	71000	71000	0	68235.20	71000
BLDG. MATERIALS	231	8000	8000	0	19799.94	5000
REPAIR PARTS	233	10000	10000	0	8768.04	7000
REPAIR, MAINT. SUPP	234	5650	5650	0	560.50	3000
VIDEOTAPE	241	14000	14000	0	15000.00	15000
TOTAL SUPPLIES		195000	213000	-18000	225372.02	205350
CONSULTING SERVICES	311	11000	11000	0	4475.00	11000
ENG & ARCH SERVICES	312	12000	10000	2000	9868.04	6000
LEGAL SERVICES	313	4000	4000	0	1983.50	5000
PROFESSIONAL SVCS	314	13500	6500	7000	4153.67	7000
TELEPHONE	321	75000	62000	13000	50219.54	62000
POSTAGE	322	30000	35000	-5000	21123.71	20000
TRAVEL EXPENSE	323	16000	10000	6000	14840.27	9000
PROFESSIONAL MTGS	324	7000	9000	-2000	5982.65	8000
FREIGHT & EXPRESS	325	1000	1000	0	188.89	1000
ADVERTISING NOTICES	331	3500	2200	1300	2792.57	1800
PRINTING	332	1500	1500	0	234.41	3200
OFFICIAL BONDS	341	100	100	0	70.00	100
INSURANCE	342	38000	34000	4000	30771.07	31000
GAS	351	99000	99000	0	64016.71	102000
ELECTRICITY	352	269000	269000	0	209056.56	245000
WATER	353	7000	6000	1000	5498.67	5000
WASTE DISPOSAL SVC	354	10000	8000	2000	6426.53	7000
REPAIR TO BLDGS	361	107000	107000	0	133944.89	107000
REPAIR TO EQUIPMENT	362	100000	100000	0	138956.89	100000
RENTAL OF REAL ESTATE	371	2400	3000	-600	2400.00	2400
RENTAL OF EQUIPMENT	372	21000	21000	0	14726.32	20000
DUES	391	6500	4000	2500	8796.00	2300
INTEREST	392	42000	42000	0	44143.75	42000
TF TO LIRF	394	120000	120000	0		
BINDERY	395	50000	42000	8000	34817.75	42000
COMPUTER SERVICES	396	91000	76000	15000	50889.95	63000
PHOTO SERVICES	397	4000	4000	0	1329.42	3000
TOTAL SERVICES & CHGS		1141500	1087300	54200	861706.76	905800
FURNITURE & EQUIP	440	101500	100700	800	322834.00	180850
BOOKS	451	668500	668500	0	575242.33	627295
PERIODICALS & NEWS	452	181450	181450	0	146529.27	172000
NONPRINT MATERIALS	453	105050	105050	0	170697.29	102000
TOTAL CAPITAL OUTLAY		1056500	1055700	800	1215302.89	1082145
GRAND TOTAL		5352184	5352184	0	5001295	5001295
AMOUNT REMAINING TO ALLOCATE		0				

DISK SF136 1984 BUDGET REVISION 1/18/1984

CATEGORY	LINE NO.	1984 REVISED BUDGET	1984 ORIG. BUDGET	AMOUN REVI
SALARY OF DIRECTOR	111	48350	48350	
SALARY OF ASSTS	112	2378680	2385680	-
WAGES OF JANITORS	114	130086	130086	
FICA	121	179488	179488	
UNEMPLOYMENT COMP	122	10000	40000	-3
PERF	123	83580	83580	
GROUP INSURANCE	124	129000	129000	
TOTAL PERS. SVCS		2959184	2996184	-3
OFFICIAL RECORDS	211	350	350	
STATIONERY& PRINT	212	14000	14000	
OFFICE SUPPLIES	213	10000	15000	-
CLEANING SUPPLIES	221	22000	35000	-1
FUEL, OIL, LUBRICANTS	222	40000	40000	
OPERATING SUPPLIES	223	71000	71000	
BLDG. MATERIALS	231	8000	8000	
REPAIR PARTS	233	10000	10000	
REPAIR, MAINT. SUPP	234	5650	5650	
VIDEOTAPE	241	14000	14000	
TOTAL SUPPLIES		195000	213000	-1
CONSULTING SERVICES	311	11000	11000	
ENG & ARCH SERVICES	312	12000	10000	
LEGAL SERVICES	313	4000	4000	
PROFESSIONAL SVCS	314	13500	6500	
TELEPHONE	321	75000	62000	1
POSTAGE	322	30000	35000	-
TRAVEL EXPENSE	323	16000	10000	
PROFESSIONAL MTGS	324	7000	9000	-
FREIGHT & EXPRESS	325	1000	1000	
ADVERTISING NOTICES	331	3500	2200	
PRINTING	332	1500	1500	
OFFICIAL BONDS	341	100	100	
INSURANCE	342	38000	34000	
GAS	351	99000	99000	
ELECTRICITY	352	269000	269000	
WATER	353	7000	6000	
WASTE DISPOSAL SVC	354	10000	8000	
REPAIR TO BLDGS	361	107000	107000	
REPAIR TO EQUIPMENT	362	100000	100000	
RENTAL OF REAL ESTATE	371	2400	3000	-
RENTAL OF EQUIPMENT	372	21000	21000	
DUES	391	6500	4000	

DISK SF136 1984 BUDGET REVISION 1/18/1984

CATEGORY	LINE NO.	1984 REVISED BUDGET	1984 ORIG. BUDGET	AMOUNT OF REVISION	1983 ACTUAL EXPENDITURES	1983 BUDGET
SALARY OF DIRECTOR	111	48350	48350	0	40405.00	40405
SALARY OF ASSTS	112	2378680	2385680	-7000	2223028.57	2308274
WAGES OF JANITORS	114	130086	130086	0	135321.00	125321
FICA	121	179488	179488	0	142224.46	166000
UNEMPLOYMENT COMP	122	10000	40000	-30000	2945.67	7000
PERF	123	83580	83580	0	53988.63	60000
GROUP INSURANCE	124	129000	129000	0	101000.00	101000
TOTAL PERS. SVCS		2959184	2996184	-37000	2698913.33	2808000
OFFICIAL RECORDS	211	350	350	0	350.00	350
STATIONERY& PRINT	212	14000	14000	0	38948.09	10000
OFFICE SUPPLIES	213	10000	15000	-5000	18951.38	13000
CLEANING SUPPLIES	221	22000	35000	-13000	33911.84	39000
FUEL, OIL, LUBRICANTS	222	40000	40000	0	20847.03	42000
OPERATING SUPPLIES	223	71000	71000	0	68235.20	71000
BLDG. MATERIALS	231	8000	8000	0	19799.94	5000
REPAIR PARTS	233	10000	10000	0	8768.04	7000
REPAIR, MAINT. SUPP	234	5650	5650	0	560.50	3000
VIDEOTAPE	241	14000	14000	0	15000.00	15000
TOTAL SUPPLIES		195000	213000	-18000	225372.02	205350
CONSULTING SERVICES	311	11000	11000	0	4475.00	11000
ENG & ARCH SERVICES	312	12000	10000	2000	9868.04	6000
LEGAL SERVICES	313	4000	4000	0	1983.50	5000
PROFESSIONAL SVCS	314	13500	6500	7000	4153.67	7000
TELEPHONE	321	75000	62000	13000	50219.54	62000
POSTAGE	322	30000	35000	-5000	21123.71	20000
TRAVEL EXPENSE	323	16000	10000	6000	14840.27	9000
PROFESSIONAL MTGS	324	7000	9000	-2000	5982.65	8000
FREIGHT & EXPRESS	325	1000	1000	0	188.89	1000
ADVERTISING NOTICES	331	3500	2200	1300	2792.57	1800
PRINTING	332	1500	1500	0	234.41	3200
OFFICIAL BONDS	341	100	100	0	70.00	100
INSURANCE	342	38000	34000	4000	30771.07	31000
GAS	351	99000	99000	0	64016.71	102000
ELECTRICITY	352	269000	269000	0	209056.56	245000
WATER	353	7000	6000	1000	5498.67	5000
WASTE DISPOSAL SVC	354	10000	8000	2000	6426.53	7000
REPAIR TO BLDGS	361	107000	107000	0	133944.89	107000
REPAIR TO EQUIPMENT	362	100000	100000	0	138956.89	100000
RENTAL OF REAL ESTATE	371	2400	3000	-600	2400.00	2400
RENTAL OF EQUIPMENT	372	21000	21000	0	14726.32	20000
DUES	391	6500	4000	2500	8796.00	2300
INTEREST	392	42000	42000	0	44143.75	42000
TF TO LIRF	394	120000	120000	0		
BINDERY	395	50000	42000	8000	34817.75	42000
COMPUTER SERVICES	396	91000	76000	15000	50889.95	63000
PHOTO SERVICES	397	4000	4000	0	1329.42	3000
TOTAL SERVICES & CHGS		1141500	1087300	54200	861706.76	905800
FURNITURE & EQUIP	440	101500	100700	800	322834.00	180850
BOOKS	451	668500	668500	0	575242.33	627295
PERIODICALS & NEWS	452	181450	181450	0	146529.27	172000
NONPRINT MATERIALS	453	105050	105050	0	170697.29	102000
TOTAL CAPITAL OUTLAY		1056500	1055700	800	1215302.89	1082145
GRAND TOTAL		5352184	5352184	0	5001295	5001295
AMOUNT REMAINING TO ALLOCATE		0				

OF 1983 ACTUAL	1983
SIONEXPENDITURES	BUDGET
-/-/-/-/-/-/-/-/-/-/-/-/-/	
0	40405.00	40405
7000	2223028.57	2308274
0	135321.00	125321
0	142224.46	166000
)000	2945.67	7000
0	53988.63	60000
0	101000.00	101000
7000	2698913.33	2808000
**********		
0	350.00	350
0	38948.09	10000
5000	18951.38	13000
5000	33911.84	39000
0	20847.03	42000
0	68235.20	71000
0	19799.94	5000
0	8768.04	7000
0	560.50	3000
0	15000.00	15000
1000	225372.02	205350
**********		
0	4475.00	11000
2000	9868.04	6000
0	1983.50	5000
7000	4153.67	7000
5000	50219.54	62000
5000	21123.71	20000
1000	14840.27	9000
2000	5982.65	8000
0	188.89	1000
300	2792.57	1800
0	234.41	3200
0	70.00	100
000	30771.07	31000
0	64016.71	102000
0	209056.56	245000
000	5498.67	5000
2000	6426.53	7000
0	133944.89	107000
0	138956.89	100000
600	2400.00	2400
0	14726.32	20000
500	8796.00	2300

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Rick J. Ashton
director

AGENDA ITEM 9 and AGENDA ITEM 10
Requested Action: Appointment of attorney and engineer

9.
APPOINTMENT OF LIBRARY BOARD ATTORNEY

The staff recommends the employment of G. Stanley Hood of the firm of Roby and Hood as attorney to the Board at an hourly fee of $65 for the period 1 January 1984-31 December 1984. This arrangement is the same as the arrangement in force during 1982 and 1983.

10.
APPOINTMENT OF LIBRARY CONSULTING ENGINEER

The staff recommends the employment of C. David Coil of Coil and Dickmeyer, Inc., as consulting engineer to the Library, at a fee of $100 per month, plus $40 per hour for inspection trips of more than one hour in length, for the period 1 January 1984-31 December 1984. This arrangement is the same as the arrangement in force during 1982 and 1983.

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Rick J. Ashton
director

AGENDA ITEM 12
Requested Action: Approval of amendment

AMENDMENT OF AUTHORIZED STAFFING TABLE

We request that the Authorized Staffing Table be amended to change the part-time Grade 7 position of volunteer manager at $7000 for 1984 to a full-time Grade 7 position in the Personnel Division at a salary of $16,800 for 1984. The additional $9800 needed to create this full-time position will be taken from the contingency line of the 1984 personnel budget.

This change will enable the Library to accomplish its mission more effectively by utilizing the great variety of skills of its present 250 volunteers as well as encouraging the generous spirit which the community increasingly offers to the Library.

January 26, 1984

To the Board of Library Trustees:

Rick J. Ashton, Director

BOND RETIREMENT FUND

Fort Wayne National Bank	$174,662.50

APPROVED

Rick J. Ashton

DIRECTOR

January 26, 1984

To the Board of Library Trustees:

Rick J. Ashton, Director

LIBRARY IMPROVEMENT RESERVE FUND

Schenkel and Scheele	$1,504.80

APPROVED
Rick J. Ashton
DIRECTOR

January 26, 1984

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS
DECEMBER 1983

Main Library		$3383.17
Georgetown Branch Library	$1272.81	
Hessen Cassel Branch	471.50	
Little Turtle Branch	540.70	
Pontiac Branch	35.40	
Shawnee Branch	463.01	
Tecumseh Branch	299.10	
Waynedale Branch	445.30	
New Haven Branch	135.00	
Woodburn Branch	40.30	
Bookmobile #1	65.00	
Bookmobile #2	63.15	
Bookmobile #4	43.00	
Bookmobile #7	10.00	
		$3884.27
Rent (Downtown Service Center)		1000.00
Rent (Tri-Alsa)		485.00
OCLC payment (Tri-Alsa)		86.50
ILL Transactions (Tri-Alsa)		128.54
Copier Receipts		6099.62
Light & Breuning Lease (Parking Lots)		6257.32
Art, Music, Audio-Visual damages		58.50
Books		128.55
Telephone Pay Station Commission		27.73
Subscription Fees		160.00
Piano Fees		20.00
Reserve Postals		8.22
Pamphlets & Catalogs		85.00
Old Newspaper Receipts		24.25
Restroom Sanitary Vending Machines		16.20
Travel Reimbursement Rick Ashton		55.20
Cox Cable Public Access T.V.		46200.00
Superior Companies sold old plates		228.37
Steeple Light Usage-First Presbyterian Church		100.00
		68436.44

APPROVED
Rick J. Ashton
DIRECTOR

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Rick J. Ashton
director

20 February 1984

To: All Library Board Members

From: Rick Ashton RJA/cmA

Re: 23 February Regular Board Meeting

The Board of Library Trustees will meet in the board room of the Main Library at 3:00 p.m. on Thursday 23 February. Several important business items are on the agenda. I hope that all Board members will be able to attend.

The materials accompanying this letter are for your use in preparing for the meeting.

RJA/cma

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
23 February 1984
Board Room
Main Library, 900 Webster Street, Fort Wayne, Indiana 46801

1. Adoption of the Agenda.

2. Approval of the Minutes of the 26 January 1984 regular Board meeting.

3. Reception of the financial report of 31 January 1984.

4. Report of the Director.
   A. Federal legislation.
   B. State legislation.
   C. Laura Ingalls Wilder Day.
   D. The "It's Gold" campaign.
   E. Other.

5. Opening of bids and awarding of a temporary loan of $900,000.

6. Awarding of contract for purchase of microcomputer equipment.

7. Approval of the treasurer's bond.

8. Approval of a contract with Online Computer Library Center, Inc., for retrospective conversion services, in the amount of $100,000.

9. Approval of a grant proposal under the Library Services and Construction Act for retrospective conversion of bibliographic database.

10. Approval of a grant under the Library Services and Construction Act for Enterprise Zone Library.

11. Approval of resolution designating Summit Bank as a public depository for the Allen County Public Library.

12. Reception of a brief progress and prognosis report on the Five-Year Plan.

13. Approval of the following salaried appointments:
    Thomas Harkins, housekeeper, #476, Grade 2, $9,260.00.
    Erik Mollberg, clerical/production assistant in the Telecommunication Center, #384, Grade 3, $9,954.46.
    William Fisher, housekeeper-lead person, #471, Grade 3, $9,954.46.

14. Approval of payment of the following bills:

Operating Fund	$114,351.67
Luana K. Stanley	15.10
Luana K. Stanley	57.50
U.S. Postal Service	1,000.00
Allen's Bookstore	350.00
Schenkel and Scheele	1,504.80
Mutual Benefit Life	2,068.42
FICA	6,741.89

Blue Cross	6,825.00
Summit Health	1,055.40
Indiana Employment Security Division	1,625.81
Martha M. Kohlmeyer	34.13
Indiana Bank and Trust	196.00
1984 Indiana Library Association Joint Conference	1,464.00
1984 Indiana Library Association Joint conference	12.00
Padgett-Thompson	98.00
Douglas M. Lehman	18.85
Indiana and Michigan	10,360.23
FICA	6,742.55

15. Other business.

16. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

23 February 1984

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 23 February 1984 in the board room of the Main Library. Members present: James Ganaway, Mary Koehlinger, Patricia Beers, Lu Ann Beaman, Alan McMahan. Members absent: Zohrab Tazian, Rae Gates. Mr. Ganaway presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 26 January 1984 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 31 January 1984. Douglas Lehman, financial manager, presented the report. In addition to the spending report, he presented projections of miscellaneous revenue showing the Library to be in a stronger starting position than 1983. The Board received the report as presented.
4. Report of the Director.
   A. Federal legislation. Extension and amendment of the Library Services and Construction Act has passed the House of Representatives and awaits Senate action.
   B. State legislation. Further legislation affecting library board appointments is likely to pass during the current session. Further funding for statewide and regional library cooperatives has had no success in this session.
   C. Laura Ingalls Wilder Day. A great success was achieved, with hundreds of children and their parents participating in the wide range of activities and programs on this day.

D. It's Gold campaign. The Friends of the Allen County Public Library have taken in $24,570 as of 21 February 1984. 861 gold cards have been mailed. The projection is that the campaign will reach the $33,000 mark by the end of April.

E. Other. The Library has been informed by Mutual Benefit Life that premium rates, effective 1 April 1984, will not increase for employee term life insurance. Rates for accidental death and dismemberment and disability coverage will increase only 8% on 1 April.

5. Opening of bids and awarding of a temporary loan of $900,000. The Board opened two bids for the loan: Summit Bank bid 7.90%. Lincoln National Bank bid 8.4%. The Board awarded the temporary loan of $900,000 for the period 8 March-29 June 1984 to Summit Bank at a rate of 7.90%.

6. Awarding of contract for purchase of microcomputer equipment. In response to staff recommendation, the Board awarded the contract to General Microcomputer for $25,564.10, conditional upon General Microcomputer's ability to provide full service for the equipment in Fort Wayne. If General Microcomputer is unable to provide full local service, the purchase is to be awarded to Computerland of Fort Wayne at a cost of $29,089.20. The staff agreed to report on the outcome of this matter.

7. Approval of the treasurer's bond. The Board approved the bond for Mrs. Koehlinger in the amount of $10,000.

8. Approval of a contract with Online Computer Library Center, Inc., for retrospective conversion services, in the amount of $100,000. The Board approved the contract.

9. Approval of a grant proposal under the Library Services and Construction Act for retrospective conversion of bibliographic database. The Board approved submission of the proposal, seeking a grant of $100,000, to the Indiana State Library.

10. Approval of a grant proposal under the Library Services and Construction Act for Enterprise Zone Library. The Board approved the submission of the proposal, seeking a grant of $27,010 to the Indiana State Library.

11. Approval of resolution designating Summit Bank as a public depository for the Allen County Public Library. The Board approved the designation.

12. Reception of a brief progress and prognosis report on the Five-Year Plan. The Board received the report. Dr. Ashton indicated that increased activity in planning, development, and implementation for the major goals involving branch development, library automation, and fundraising, will be before the Board in coming months.

13. Approval of the following salaried appointments:

    Thomas Harkins, housekeeper, #476, Grade 2, $9,260.00.
    Erik Mollberg, clerical/production assistant in the Telecommunication Center, #384, Grade 3, $9,954.46.
    William Fisher, housekeeper-lead person, #471, Grade 3, $9,954.46.

    The Board approved the appointments as proposed.

14. Approval of payment of the following bills:

Operating Fund	$114,351.67
Luana K. Stanley	15.10
Luana K. Stanley	57.50
U.S. Postal Service	1,000.00
Allen Bookstore	350.00
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Indiana Employment Security Division	1,625.81
Martha M. Kohlmeyer	34.13
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1984 Indiana Library Association Joint Conference	12.00
Padgett-Thompson	98.00
Douglas M. Lehman	18.85
Indiana and Michigan	10,360.23
FICA	6,742.55

The Board approved payment of the bills.

15. Other business. The Board received a brief report on the discussions with the Courtyard developers and the City of Fort Wayne concerning their proposal for a Library-built and Library-owned parking garage facility. The report indicated that discussions have been inconclusive, but that the initial proposals of the developers and the City would probably not be financially favorable to the Library.

16. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEM 4
Requested Action: Receive Report.

REPORT OF THE DIRECTOR.

A. Federal Legislation.

H.R. 2878, amendments to and extension of the Library Services and Construction Act, passed the House of Representatives with Congressman Coats's support in late January. This is the major federal legislation relating to public libraries. It is the program under which the Allen County Public Library provides talking books services to blind and physically handicapped people in eight counties in northeast Indiana. It is also the program under which we have received a $100,000 grant for the beginning of conversion of paper to machine-readable data files. It provides the major support to network and technological development in libraries throughout the country, and it deserves support in the Senate.

B. State Legislation.

H.B. 1313, which again changes the structure of public library board appointing authorities, has passed the House with minor amendment and is likely to pass the Senate. At this time, the structure remains the same as in my legislative update memo to you of 15 January.

H.B. 1323, which would appropriate approximately $600,000 for the eleven area library service authorities and the Indiana Cooperative Library Services Authority, died in the House Ways and Means Committee. Only those funding bills which were part of Governor Orr's package received attention. This means that direct charges for many network library services will probably be imposed. The Allen County Public Library will experience increases in its costs for computer network services, especially.

C. Laura Ingalls Wilder Day. Newspaper reports said that 500 children attended. My estimate would have been 1000. A very fine program of crafts, music, activities, films, stories, all around pioneer-related themes, was presented on Saturday 18 February. Excellent community support and good staff preparation made the day a great success.

D. Friends Campaign. As of 20 February, the campaign total stands above $24,000.

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Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Awarding of Purchase Order

REPORT AND RECOMMENDATION ON BIDS FOR MICROCOMPUTER EQUIPMENT

A bid opening was held in the Office of the Director at 9:30 a.m. on Tuesday 21 February, for microcomputer equipment. Five firms were present. Rick Ashton, Director, and Steven Fortriede, Public Services Manager, represented the Allen County Public Library at the bid opening.

The following bids were received:

General Microcomputer South Bend, Indiana	$25,564.10
The Data Base Fort Wayne, Indiana (Note: Data Base substituted Digital Equipment Corporation Rainbow computer equipment.)	28,163.20
Computerland Fort Wayne, Indiana	29,089.20
IBM Corporation Fort Wayne, Indiana (IBM bid for four sets of software, while other bidders bid only one. IBM substituted extensively in the list of specified equipment.)	42,397.00
Computer Bank Fort Wayne, Indiana	39,387.20
Howard and Smith Royal Oak, Michigan	Letter, No bid.

After staff evaluation, we find that the General Microcomputer bid and Computerland bid are in compliance with all specifications. The staff recommendation is that the Board award the purchase order for the equipment to General Microcomputer, provisional upon General Microcomputer's acceptable assurance that full service for the equipment can be provided from their Fort Wayne outlet. If General Microcomputer is unable to provide this assurance, the staff recommendation is that the purchase order be awarded to Computerland of Fort Wayne.

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Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval of Contract

CONTRACT FOR SERVICES WITH OCLC, INC.

The proposed contract, in the amount of $100,000, covers services connected with conversion of paper files into computer-readable files. This contract is funded by the Library Services and Construction Act grant awarded in December 1983. Mr. Hood has reviewed the contract documents and finds no problem in them.

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Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval of Grant Proposal

AGENDA ITEM 10
Requested Action: Approval of Grant Proposal

LSCA GRANT PROPOSALS

The grant proposal to the Indiana State Library for $100,000 under the Library Services and Construction Act for retrospective conversion of bibliographic data is a continuation of the project now in progress. A second year of grant support at this level would bring the conversion process to about 30% completion. That is: records representing about 30% of the total Library collection will be converted to computer-tape form at the end of the second grant period.

The second proposal to the Indiana State Library, for establishment of an Enterprise Zone Library service, is an attempt to extend the Library's support to community-based economic development efforts. The Enterprise Zone Library service would place a small collection of library materials in the Fort Wayne Enterprise Center, provide specialized staff information services to businesses located in and near the Enterprise Center, and supply some support for automated database searching for these businesses. We believe that businesses of all sizes and stages of development are often unaware of the Library as an information resource in their business activities. If the Enterprise Zone Library service is successful, we would use it as a model for extension and promotion of services to a broader range of businesses.

Action on both of these grant proposals will be taken in August 1984. The actual grant period is 1 October 1984-30 September 1985.

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Rick J. Ashton
director

AGENDA ITEM 11
Requested Action: Approval of Designation

SUMMIT BANK AS A PUBLIC DEPOSITORY

The Summit Bank, formed from the merger of Indiana Bank and People's Trust, has filed appropriate papers with the Library requesting designation as a public depository. Since both its predecessor institutions were designated as public depositories by the Library, this action is merely an updating of previous actions. Mr. Hood has reviewed the relevant documents and stated that this action would be legally appropriate.

LAW OFFICES
ROBY AND HOOD
ONE COMMERCE BUILDING
127 WEST BERRY STREET
FORT WAYNE, INDIANA 46802
TELEPHONE 219/423-3366

420 E. 8TH STREET
ANDERSON, IN 46015
317/642-2402
REPLY: Fort Wayne

DANIEL A. ROBY
G. STANLEY HOOD

February 15, 1984

Dr. Rick J. Ashton
Director
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, In 46801

Re: Summit Bank - Public Funds on Deposit Form

Dear Dr. Ashton:

We have reviewed the letter from President Richard T. Doermer, of Summit Bank under the date of February 6, 1984, and have also reviewed the document entitled "Proposal and Agreement to Receive Public Funds on Deposit".

Out of an abundance of caution, it would be our recommendation that at the next Library Board meeting, a resolution should be entertained to the effect that Summit Bank is hereby designated as a depository for public funds of the Allen County Public Library.

After the resolution has been introduced, discussed, and passed, the document entitled "Proposal and Agreement to Receive Public Funds on Deposit" should be signed by the President and Secretary of the Library Board, and should be returned to Summit Bank.

Due to the press of time, I have not embarked on a research project concerning the Public Funds Act, but the instruction on the reverse side of the document entitled "Proposal and Agreement to Receive Public Funds on Deposit" should probably be followed. I would imagine that a quick telephone call to Summit Bank would answer the question as to how literally the instructions regarding the third Monday in February, and regarding the mailing to the State Board for Depositories, should be followed.

If you have any further questions on this matter, please advise.

Very truly yours,

G. Stanley Hood

mr
Encs.

SUMMIT BANK
Member FDIC

P.O. Box 1204
One Summit Square
Fort Wayne, Indiana 46801

February 6, 1984

Ladies & Gentlemen:

As you perhaps know, Peoples Trust Bank and Indiana Bank merged as of December 31, 1983, to become the Summit Bank. I do not know what the implications of this transaction are insofar as continued allocations of public funds to the consolidated Summit Bank; but to be sure the point is covered, I am enclosing a SBD-2, Proposal And Agreement To Receive Public Funds On Deposit form. If you feel it appropriate that this form be formally acted upon, it in effect would allocate to the Summit Bank the sum of the allocations heretofore made, during the current biennium, to the Peoples Trust Bank and Indiana Bank and Trust Company. Thus, all of this is aimed merely to cover a possible procedural question; there is no inferred request for change in the substance of the situation.

It may be that no action at all is necessary and that continued allocations can be as they have in the past,...or that the Board can merely apply their public and common knowledge of the merger to the continued allocation of funds.

Sorry to bother you with this matter, but our participation in public funds allocations is extremely important to the bank, and I merely want to be sure that we do not drop a stitch.

Many thanks...and warm regards.

Cordially,

Richard T. Doermer

Richard T. Doermer
President

RTD:pa
Enclosure

State Board of Accounts Form SBD 2
Revised Sept. 1960

Approved by the Attorney General

15M -10-60
State Form 40690

PROPOSAL AND AGREEMENT TO RECEIVE PUBLIC FUNDS ON DEPOSIT

To the Board of Finance of Public Library of Fort Wayne, Allen County, Indiana

Undersigned hereby proposes to, and upon acceptance hereof, agrees to become and act as a depository for public funds of the municipal corporations herein named for the biennial period beginning on the third Monday in February, 19 84, and ending on the third Monday in February, 19 86, to safely keep, account for, pay over and deliver said funds, or any part thereof when lawfully demanded, and to perform the duties and obligations which are imposed upon depositories of public funds by the laws of the State of Indiana, including those imposed by The Depository Act of 1937.

The principal office and place of business of undersigned is at Fort Wayne in Wayne Township, Allen County, State of Indiana. The total resources of undersigned as of the date of the called report nearest the date of this proposal, **excluding from said total resources an amount equal to all public funds on deposit** with undersigned as of said date, is $ 768,552,000

The offices (including principal office and branches) located in the municipal corporations herein named and the deposits within the territorial limits of the municipal corporations herein named as of the date of the called report nearest the date of this proposal, **excluding public funds on deposit,** are as follows:

Municipal Corporation	Bank Offices Located Therein (Indicate Principal or Branch)	Deposits
Fort Wayne, Allen	Summit Bank	$ 656,464,000
County, Indiana		$
		$
		$
		$

The municipal corporations and funds thereof for which undersigned proposes and agrees to become and act as depository are Public Library of Fort Wayne, Allen County, Indiana

Dated at Fort Wayne, Indiana, this 3rd day of February, 19 84

Summit Bank
(Corporate Name)

By Richard T. Doermer
Richard T. Doermer President

Attest:
Marvin V. Basse Secretary-~~XXXX~~

* * * *

THE Summit Bank is hereby designated as a depository for public funds of Public Library of Fort Wayne, Allen County, Indiana

and the foregoing proposal to become and act as such depository is hereby accepted.

Dated at Fort Wayne, Indiana, this 23rd day of February, 19 84

THE BOARD OF FINANCE OF Allen County Public Library

By [illegible] President.

Attest:
[illegible] Secretary.

ORIGINAL COPY (Board of Finance File)

SWORN COPY OF THE RESOLUTION OF THE BANK OR TRUST COMPANY

STATE OF INDIANA
COUNTY OF Allen } SS:

Marvin V. Basse, being first duly sworn upon his oath, deposes and says that he is the duly elected, qualified and acting Secretary (secretary or treasurer) of Summit Bank (name of bank or trust company); that the following is a true and correct copy of a resolution duly adopted by the Board of Directors of said Summit Bank (bank or trust company) at a meeting duly called and held at its principal office on the 18th day of January, 19 84, at which a quorum was present and voted, and that such resolution is duly recorded in the minute books of the corporation and has remained unaltered from its date:

RESOLVED that the President be and he hereby is authorized to make the necessary proposal, for and on behalf of this Summit Bank, to have it designated a depository for public funds of the municipal corporations herein named and to bind it, in the event of its designation as a depository and the acceptance of its proposal, to perform the duties and obligations imposed upon depositories of public funds by the laws of the State of Indiana, including those imposed by The Depository Act of 1937. The municipal corporations for which undersigned shall propose and become and act as a depository are Public Library of Fort Wayne, Allen County, Indiana

Marvin V. Basse, Secretary

Subscribed and sworn to before me this 3rd day of February, 19 84.

Connie Marie Bradshaw, Notary Public
Resident of Allen County, Indiana

My commission expires April 7, 1985

— INSTRUCTIONS —

To Bank —

COMPLETE all copies and file with the respective Boards of Finance for action on the THIRD MONDAY in February, 1943 and each two years thereafter.

To Board of Finance —

DO NOT ACT ON PROPOSAL before the THIRD MONDAY in February. When accepted the board shall adopt the resolution shown at bottom of proposal.

Secretary of the Board shall complete certified copy of resolution.

Within 10 days the Secretary shall file the DUPLICATE with the bank and the THIRD copy shall be mailed to STATE BOARD FOR DEPOSITORIES, 242 STATE HOUSE, INDIANAPOLIS, IN 46204.

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Rick J. Ashton
director

AGENDA ITEM 12
Requested Action: Receive Report

PROGRESS AND PROGNOSIS REPORT ON THE FIVE-YEAR PLAN

Having made great progress toward completion of the majority of the goals and objectives of the Five-Year Plan, the Allen County Public Library is now in a position to move forward toward achievement of five major goals of the plan. Each of these goals, supported by the appropriate objectives, is listed below. Taken together, the goals constitute a major program for Library development in the next two to three years.

A. GOAL: To provide appropriate locations and hours of Library service for all Allen County residents.

1. Objective: To develop standards for locations and hours of Library service by 31 December 1982 and to develop by 31 December 1983 a plan for meeting these standards.

Although somewhat behind schedule, the staff work for meeting this objective is well-developed. The Board of Library Trustees will be called upon to make decisions concerning potential branch library development in support of this objective.

O. GOAL: To provide bibliographic, subject, and physical access to the Library collection.

33. Objective: To evaluate the effectiveness of Library catalogs and other finding aids by 31 December 1984 and modify the Library catalogs and other finding aids as necessary by 31 December 1986.

Staff and consultant planning activity in this area will provide support for Board of Library Trustees decisions about capital development for automation of Library catalogs and other processes.

R. GOAL: To provide safe, clean, comfortable, and well-maintained physical facilities for all Library operations.

46. Objective: To evaluate by 31 December 1983 and meet by 31 December 1986 the needs for major repairs and renovation of all buildings.

Capital development decisions will be needed in this area.

U. GOAL: To provide the technology to accomplish stated goals and objectives.

60. Objective: To provide technological and organizational support necessary to maximize the cost-effectiveness and efficiency of all Library oeprations.

Staff and consultant planning in this area will provide support for Board of Library Trustees decisions about Library automation and the capital expenditures to finance it.

V. GOAL: To provide the financial resources neccesary to accomplish the stated goals and objectives.

62. Objective: To develop new sources of operating support by 31 December 1983.

The Allen County Public Library Foundation has been established. Concerted efforts to develop a substantial endowment fund to be managed by the Allen County Public Library Foundation will be the subject of Board of Library Trustees decision-making in 1984.

63. Objective: To develop and implement by 31 December 1984 a plan for meeting short-term and long-term capital needs.

In this area the Board of Library Trustees may consider bond issues, sale or lease of property, fund-raising in conjunction with the Friends of the Allen County Public Library and the Allen County Public Library Foundation, and other methods of long-term finance.

These major issues will provide a healthy agenda for Board, staff, and community in the months to come.

23 February 1984
Board of Library Trustees
Allen County Public Library

STATEMENT OF MISCELLANEOUS INCOME
January 1984

Fines	$ 7,640.85
Copiers	6,044.75
Interest	5,880.31
Parking	5,439.78
LSCA	4,468.00
Service Center-Rent	1,000.00
Tri-ALSA-Rent	485.00
Tri-ALSA-OCLC	316.36
Typewriter Rentals	204.90
Subscriptions	80.00
Gifts	59.71
INCOLSA	55.20
Vending	54.20
Pay Phones	30.22
Book Bags	30.00
Piano Fees	30.00
Friends	25.00
Old Newspapers	22.25
Catalog Sales	11.50
R.J. Ashton	8.80
Miscellaneous	31.07
TOTAL	$31,917.90

Annualized	383,014.80
1983 Total	315,812.74
Increase	21.30%

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Rick J. Ashton
director

19 March 1984

To: All Library Board Members

From: Rick Ashton Rick J. Ashton

Re: 22 March 1984 Regular Board Meeting

The Board of Library Trustees will meet at 3:00 p.m. on Thursday 22 March 1984 in the Board Room of the Main Library. Several important items are on the agenda.

The enclosed materials are for your use in preparation for the meeting.

I look forward to seeing you on Thursday 22 March.

RJA/cma

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
22 ~~February~~ March 1984
Board Room
Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the 23 February 1984 regular Board meeting.

3. Reception of the financial report of 29 February 1984.

4. Report of the Director.
   a. Follow-up on General Microcomputer purchase order.
   b. Weather closings.
   c. Indiana Library Association/Indiana Library Trustee Association conference.
   d. Library use, January-February 1984.
   e. Upcoming author visits.
   f. Other.

5. Approval of the award of a temporary loan of $900,000 from Fort Wayne National Bank at a rate of 6.25%.

6. Adoption of proposed gifts policy.

7. Approval of proposed amendments to the By-Laws.

8. Approval of an application for distribution of state funds.

9. Approval of proposed Library automation strategy.

10. Approval of proposed endowment development strategy.

11. Approval of proposed amendment to the authorized staffing table, creating position #003, automation project manager.

12. Approval of the following salaried appointments:
    Luana K. Stanley, automation project manager, #003, Grade 8, $28,600.
    Janet Hartzell, technical services manager, #540, Grade 8, $26,500.
    Barbara Truesdell, clerk/typist, Business and Technology, #306, Grade 3, $9,954.46.
    David Crick, maintenance technician, #501, Grade 3, $9,954.46.

13. Approval of payment of the following bills:

Operating Fund-Accounts Payable Run	$115,005.72
Indiana Chapter-N.E.H.A.	120.00
Indiana Bank	800.00
Allen's Bookshop	100.00
FICA-Administrative	77.16
Mutual Benefit Life	1,992.56
Kenneth Schell	8.61
Blue Cross	6,953.00
Indiana Bank	1,400.00

FICA	6,768.06
Indiana Historical Society	35.00
Cathy Arnoldy	8.50
FWAC Security Association	70.00
Delta Air Lines, Inc.	489.00
Purdue University	9.65
Indiana Employment Security Division	962.00
GE Supply Co.	762.67
Westinghouse Supply Co.	304.13
Ingram	7,534.69
Charlene Holly	14.45
Barbara J. Swartzlander	18.32
Susan Hunt	15.26
Doug Lehman	22.67
Robert W. Hart	6.28
Indiana State Chamber of Commerce	150.00
Butler Paper	771.28
Indiana and Michigan Electric	11,266.81
Susan M. Andrews	23.12
Jim Aschliman	10.00
Charlene Holly	7.20
Cindy Woodruff	6.70
Fuller Construction	10,009.00

14. Approval of a joint promotional activity with the Downtown Holiday Inn.

15. Other business.

16. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

22 March 1984

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 22 March 1984 in the Board Room of the Main Library. Members present: Zohrab Tazian, Rae Gates, James Ganaway, Alan McMahan. Members absent: Mary Koehlinger, Patricia Beers, Lu Ann Beaman. Mr. Tazian presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 23 February 1984 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 29 February 1984. Douglas M. Lehman, financial services manager, presented the report. He noted that Line 121, the employer's share of Social Security benefits, showed an incorrect figure of $39,007.55. This figure should be reduced by more than $12,000, because of a bookkeeping mis-entry. A corrected figure will appear in the March statement. The Board received the financial report as presented.
4. Report of the Director. Dr. Ashton reported on the following items:
    A. Follow-up on General Microcomputer purchase order. In response to the conditional award of the purchase of microcomputer equipment from General Microcomputer, the staff have determined that adequate service is available from the Fort Wayne location of General Microcomputer, and the purchase order has been placed.
    B. Weather closings. All locations of the Library closed at 2:30 p.m. on Monday 27 February. Bookmobiles were pulled off the roads on 27 and 28 February. All locations closed on Thursday 8 March at 4:00 p.m.

C. Indiana Library Association/Indiana Library Trustee Association conference. Twenty-six staff members and one trustee, Lu Ann Beaman, attended the meeting in Indianapolis on 8-10 March. Mrs. Beaman, Cynthia Woodruff, and Rick Ashton appeared on session panels at the program. The group from the Allen County Public Library was probably the largest public library contingent in attendance.

D. Library use, January-February 1984. Total circulation of all materials for the two months is up 4.5% over 1983. Program attendance at all locations is up 63.4%. Main Library circulation is up 5.3%, with branch and bookmobile overall circulation up 4%. Waynedale Branch is leading all agencies in circulation increases, with a net increase of 22.4% over the same period in 1983. Effective use of retail marketing techniques in the Waynedale Branch has been most gratifying, and these techniques will be extended to other locations.

E. Upcoming author visits. The Friends of the Allen County Public Library will present novelist Belva Plain for an evening public appearance on 9 April. The Friends will also present children's author Barbara Robinson for four appearances on 16 and 17 April.

F. Other. None.

5. Approval of the award of a temporary loan of $900,000 from Fort Wayne National Bank at a rate of 6.25%. The Board approved the loan, correcting the erroneous action of the 23 February meeting, at which the Fort Wayne National bid had, through an error, not been opened.

6. Adoption of proposed gifts policy. The Board adopted the policy as proposed.

7. Reading of proposed amendments to the By-Laws. The proposed amendments were read, so that they may be adopted at the April meeting, in accordance with established procedure.

8. Approval of an application for distribution of state funds. The Board approved the application.

9. Approval of proposed Library automation strategy. The Board approved the proposed strategy as presented.

10. Approval of proposed endowment development strategy. The Board approved the proposed strategy as presented.

11. Approval of proposed amendement to the authorized staffing table, creating position #003, automation project manager. The Board approved the proposed amendment.

12. Approval of the following salaried appointments:

    Luana K. Stanley, automation project manager, #003, Grade 8, $28,600.
    Janet Hartzell, acting technical services manager, #540, Grade 8, $26,500.
    Barbara Truesdell, clerk/typist, Business and Technology, #306, Grade 3, $9,954.46
    David Crick, maintenance technician, #501, Grade 3, $9,954.46,

    The Board approved the appointments.

13. Approval of payment of the following bills. The Board approved payment of the bills as follows:

Operating Fund-Accounts Payable Run	$115,005.72
Indiana Chapter-N.E.H.A.	120.00
Indiana Bank	800.00
Allen's Bookshop	100.00
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FICA	6,768.06
Indiana Historical Society	35.00
Cathy Arnoldy	8.50
FWAC Security Association	70.00
Delta Air Lines, Inc.	489.00
Purdue University	9.65
Indiana Employment Security Division	962.00
GE Supply Co.	762.67
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Charlene Holly	14.45
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Indiana State Chamber of commerce	150.00
Butler Paper	771.28
Indiana and Michigan Electric	11,266.81
Susan M. Andrews	23.12
Jim Aschliman	10.00
Charlene Holly	7.20
Cindy Woodruff	6.70
Fuller Construction	10,009.00

14. Approval of a joint promotional activity with the Downtown Holiday Inn.

    At the request of the staff, the Board deleted this item from the agenda and postponed it to the next meeting.

15. Other business. None.

16. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Approval of Temporary Loan

CORRECTIVE ACTION CONCERNING TEMPORARY LOAN

At the 23 February 1984 regular Board meeting, the Board of Library Trustees opened two bids for a temporary loan of $900,000. Summit Bank bid 7.90%. Lincoln National Bank bid 8.40%. The Board awarded the temporary loan to the apparent low bidder, Summit Bank.

A third bid, from Fort Wayne National Bank at 6.25%, had been received by the Library. Because of an error, this bid was not opened at the meeting.

When the error was discovered, officials of both banks were contacted and the Library's legal counsel, G. Stanley Hood, was notified. Summit Bank officials agreed to withdraw their bid. Fort Wayne National Bank maintained its bid. Upon advice of Mr. Hood, the Library staff have proceeded to draw the loan from Fort Wayne National Bank.

The approval of this motion corrects the error and awards the loan properly.

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Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Adoption of Policy

PROPOSED GIFT POLICY

Policy: The Allen County Public Library accepts and encourages gifts of money, books, and other property from businesses, organizations, and individuals.

1. Acceptance: The Library accepts gifts with the understanding that the gift becomes the property of the Library and is subject to disposition at the Library's discretion.

2. Acknowledgement: The Library will acknowledge in writing receipt of all gifts.

3. Tax Deductions: Gifts to the Library are tax-deductible as provided by law.

4. Appraisal: As the recipient of a gift, the Library cannot legally assign a monetary value to that gift for the donor's tax purposes.

5. Administration: The Director of the Library is responsible for administration of this policy.

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Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Reading of Amendments

PROPOSED AMENDMENTS TO BY-LAWS

Section 30 of the By-Laws of the Allen County Public Library provides that the By-Laws may be amended or repealed at any regular or special meeting called for that purpose, by a majority vote of the members present, providing that the amendment was read at the last previous regular meeting or was stated in the call for the special meeting. The reading of these proposed amendments at the 22 March 1984 meeting will make possible the adoption of the amendments at the 26 April 1984 regular meeting.

All the amendments below are proposed for the purpose of bringing the By-Laws into conformity with Indiana state law and reflecting actual practices of the Board of Library Trustees of the Allen County Public Library.

SECTION 2. Authority

The activities of the Allen County Public Library shall be conducted under the authority granted by the Public Library Law of 1947 (Indiana Code 20-14), as amended from time to time by the Indiana General Assembly.

SECTION 3. Mission.

The Allen County Public Library shall be a service institution. It shall seek to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional library services, accessible for use by all people.

SECTION 9. Appointment of Members.

The Board of Library Trustees shall consist of seven members who are appointed as follows:

(a) Two members shall be appointed by the County Council of Allen County.

(b) Two members shall be appointed by the Board of County Commissioners of Allen County.

(c) Two members shall be appointed by the Board of School Trustees of the Fort Wayne Community Schools.

(d) One member shall be appointed by the presidents of the school boards of East Allen County Schools, Southwest Allen County Schools, and Northwest Allen County Schools, acting jointly.

After the initial Board appointments, all appointments shall be for a term of four (4) years.

SECTION 11. Reappointment.

Members shall serve no more than four (4) consecutive terms, regardless of the appointing authority or the length of terms served.

SECTION 19. Duties of Officers.

(a) President. The President shall preside at all meetings of the Board of Library Trustees, discharge all the duties which devolve upon a presiding officer, perform such other duties as may be required by law or these By-Laws, and have all the powers and duties customarily vested in the office of President, subject to the Public Library Law of 1947, (Indiana Code 20-14) as amended.

(b) Vice-President. The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, perform such other duties as may be required by law or these By-Laws, and in general have all the powers and duties customarily vested in the office of Vice-President, subject to the Public Library Law of 1947, (Indiana Code 20-14) as amended.

(c) Secretary. The Secretary shall cause to be kept a record of the minutes and proceedings of the Board of Library Trustees and attend to the giving and serving of all notices required by law or these

By-Laws. The Secretary shall be responsible for all records, minutes, and documents of the Board of Library Trustees and perform such other duties as may be required by law or these By-Laws, and in general have all the powers and duties customarily vested in the office of Secretary, subject to the Public Library Law of 1947, (Indiana Code 20-14) as amended.

(d) Treasurer. The Treasurer shall be the custodian of all funds. The Treasurer shall cause to be kept correct and complete records of accounts. The Treasurer shall deposit all money in accordance with the provisions of the Public Depository Act of 1937, as amended. The Treasurer shall disburse the funds of the Library as authorized by the Board upon a warrant signed by the Treasurer, President, and Secretary. The Treasurer shall cause to be made a true and accurate financial report to the Board each month. The Treasurer shall be bonded in an amount determined by the Board. The cost of the bond shall be paid from the Library Operating Fund.

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Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval

APPLICATION FOR STATE DISTRIBUTION

Each biennium since 1976, the Indiana General Assembly has appropriated a sum of money for distribution as general aid to public libraries. The program under which this money is distributed requires that each library board make application for its share of the funding. The Allen County Public Library share of the distribution, which will be received after 1 August 1984, will be approximately $62,000. This revenue item has already been anticipated on the income side of the 1984 operating budget.

Public Library Application for State Funds

To: State Board of Tax Commissioners

The Allen County Public Library
(legal name of library)

P.O. Box 2270, 900 Webster Street, Fort Wayne, Indiana 46801
(address of library)

STATE OF INDIANA, Allen COUNTY, ss:

we hereby apply for the distribution of state funds to public libraries.

Amount of current operating budget $ 5,352,184

Converted to Public Library Law of 1947 Yes (yes or no)

or

Adopted provisions of Public Library Law of 1947 No (yes or no)

Provides free library cards for all county residents Yes (yes or no)

Provides library cards for a fee for all county residents No (yes or no)

Signed by:

(MUST BE SIGNED BY MAJORITY OF LIBRARY BOARD MEMBERS)

Please return completed application by May 1, 1984, to the State Board of Tax Commissioners, Attn: Thomas A. Edwards, 201 State Office Building, Indianapolis, Indiana 46204.

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Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Adoption of Strategy

PROPOSED AUTOMATION STRATEGY

1. Purpose: To provide the Allen County Public Library with the systems and equipment necessary for effective public information delivery and organizational management in a high-technology information environment.

2. Planning Basis: Goal O: To provide bibliographic, subject, and physical access to the Library collection.

   Objective 33: To evaluate the effectiveness of Library catalogs and other finding aids by 31 December 1984 and modify the Library catalogs and other finding aids as necessary by 31 December 1986.

   Goal U: To provide the technology to accomplish stated goals and objectives.

   Objective 60: To provide technological and organizational support necessary to maximize the cost-effectiveness and efficiency of all Library operations.

3. Major Tasks.
   A. Create project manager position and appoint project manager.
   B. Form automation advisory committee.
   C. Hire consultant.
   D. Develop system requirements.
   E. Procure system through formal proposal, evaluation, and selection process.
   F. Convert paper files to machine-readable form.
   G. Finance through bond issue or equivalent long-term financing.
   H. Make necessary building modifications.
   I. Install system in modular form over a period of time.

4. Assistance.
   A. Automation advisory committee.
   B. Consultant.
   C. Indiana Cooperative Library Services Authority.

5. Responsibility.
   A. Board of Library Trustees: leadership and financial decisions.
   B. Staff, especially Director and automation project manager: planning, management, and implementation.
   C. Consultant, advisory committee, contractors, and vendors.

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Rick J. Ashton
director

AGENDA ITEM 10
Requested Action: Adoption of Strategy

PROPOSED ENDOWMENT DEVELOPMENT STRATEGY

1. Purpose: To sustain the long-term financial health of the Allen County Public Library.

2. Planning Basis: Goal V: to provide the financial resources necessary to accomplish the stated goals and objectives.

   Objective 62: To develop new sources of operating support by 31 December 1983

3. Major Tasks.
   A. Complete the organization of the Allen County Public Library Foundation.
   B. Submit Challenge Grant proposal for $300,000 to the National Endowment for the Humanities by the 1 May 1984 deadline.
   C. Organize a campaign to match the Challenge Grant, $3 for each grant dollar.
   D. Raise $900,000 in staged installments by 31 July 1988.
   E. Commit income from $1,200,000 endowment to the purchase of books and other library materials in humanities fields.

4. Assistance.
   A. Friends of the Allen County Public Library.
   B. Allen County Public Library Foundation.
   C. Fort Wayne Foundation (technical advice).
   D. Community volunteers.
   E. Community at large.

5. Responsibility.
   A. Board of Library Trustees: leadership.
   B. Staff, especially Rick Ashton and Gail Milne: planning, coordination, management, record-keeping.

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Rick J. Ashton
director

AGENDA ITEM 11
Proposed Action; Approval of Amendment

PROPOSED AMENDMENT TO AUTHORIZED STAFFING TABLE

The staff proposes to create a new position, #003, automation project manager, within the Office of the Director, at a salary of $28,600 for 1984.

This position will have institution-wide responsibility for the development and implementation of automated library systems. It is anticipated that the major phases of the automation project will require at least two years to complete.

Funding for this position is available from uncommitted contingency amounts in the payroll budget, and from accumulated payroll surpluses which have been achieved during the first three months of 1984.

22 March 1984
Board of Library Trustees
Allen County Public Library

Statement of Miscellaneous Income
February 1984

Copiers	$ 8,830.86
Parking	7,071.74
Fines	6,904.33
LSCA	3,500.00
Interest	2,693.49
Rent	1,000.00
Tri-ALSA	775.16
Gifts	630.00
Rentals	229.66
Subscriptions	100.00
Vending	74.99
Pamphlets	60.00
Postage	51.68
Other	175.76
TOTAL	32,097.67
Year-to-Date	64,015.57
Annualized	370,032.20
1983 Total	315,812.74
Increase	17.2%

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Rick J. Ashton
director

23 April 1984

To: All Library Board Members

From: Rick Ashton Rick J. Ashton

Re: 26 April 1984 Regular Board Meeting

The Board of Library Trustees will meet on Thursday 26 April at the Shawnee Branch Library, 5600 Noll Avenue (near the intersection of Calhoun and Paulding) at 3:00 p.m. The enclosed materials are for your use in preparation for this meeting.

I look forward to seeing you Thursday.

RJA/cma

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday 26 April 1984
3:00 p.m.
Shawnee Branch Library, 5600 Noll Avenue, Fort Wayne, Indiana 46806

1. Adoption of the Agenda.

2. Approval of the Minutes of the 22 March 1984 regular Board meeting.

3. Reception of the financial report of 31 March 1984.

4. Report of the Director.
   a. Library use, first quarter 1984.
   b. Belva Plain and Barbara Robinson visits.
   c. Upcoming Friends of the Allen County Public Library events: book sale and annual meeting.
   d. Other.

5. Adoption of an amendment to the lease with Downtown Service Center, Inc.

6. Adoption of proposed action concerning purchase of microcomputer equipment from General Microcomputer.

7. Adoption of by-laws amendments.

8. Adoption of financial disbursement policy, in accordance with IC 20-14-3-14.

9. Approval of a joint promotional activity with Atz's Restaurants.

10. Presentation of a report on operation of the branch system. Adoption of proposed strategy for branch library development.

11. Approval of submission of a Challenge Grant proposal to the National Endowment for the Humanities in the amount of $300,000.

12. Approval of a grant proposal to the Indian Committee for the Humanities in the amount of $10,000.

13. Report on bookmobile service reorganization.

14. Adoption of proposed amendment to authorized staffing table.

15. Approval of payment of the following bills:

Accounts Payable Invoices-April	$144,096.00
American Society of Personnel Administration	420.00
INCOLSA	15.00
Top of the Ladder, Inc.	240.00
Mary R. Voors	5.41
Summit Bank	1,200.00
Atkinson Hotel	821.52
Rick J. Ashton	127.14
FICA	6,851.93
Indiana Department of Revenue	587.86

Marriott Inn East	61.60
Summit Health	1,055.40
Charlene Holly	31.72
Brenda Bobay	6.30
Summit Bank	850.00
Spectrum Maintenance Products	1,808.79
Cindy Woodruff	6.95
Charlene Holly	20.62
Christopher Schlatter	4.75
Ken Schell	38.67
Luana Stanley	5.00
Airport Hilton	69.39
U.S. Postal Service	500.00
Summit Bank	1,100.00
Lawyers Cooperative Publishing	1,348.90
Gail Milne	4.30
C.L. Reynolds	30.00
Family Tree Nook	10.50
Brigham Young University Press	498.51
FICA	6,859.38
Mutual Benefit Life	2,189.25
IU Alumni Association	20.00
NIPSCO Gas-O-Rama	10.00
U.S. Postal Service	41.00
Blue Cross	6,891.00
PERF	17,676.77
Summit Health	1,170.72
GE Supply Co.	951.27
Ingram	4,496.40
Westinghouse Supply	235.25
Mrs. Richards	25.00
Spectrum Maintenance Products	1,723.53
Summit Bank	1,200.00
Padgett-Thompson	392.00
U.S. Postal Service	5,000.00
Four C's Access	114.00
3M Diskettes	37.50
Indiana and Michigan Electric Co.	10,902.73
Butler Paper	2,123.31
Custom Woodworking	450.00
Michael McPeak	60.00
Central Indiana ALSA	30.00
Joan McIntosh	30.00
Indiana Employment Security Division	1,140.00
INCOLSA	7.50
Summit Bank	1,300.00
FICA	6,769.60

16. Other.

17. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

26 April 1984

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 26 April 1984 in the meeting room of the Shawnee Branch Library. Members present: Zohrab Tazian, Rae Gates, Mary Koehlinger, Patricia Beers, Lu Ann Beaman, Alan McMahan. Member absent: James Ganaway. Mr. Tazian presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated, with the addition of two items: 16a, creation of an additional account line; and 16b, fund transfer resolution of $2519.
2. Approval of the Minutes of the 22 March 1984 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 31 March 1984. Douglas M. Lehman, financial services manager, presented the report. He presented a corrected figure of $363 for line 342, which had incorrectly read $6997, and indicated that spending at the end of the first quarter is well below the 25% level, while miscellaneous income for the first quarter is up more than 27% over the comparable period for 1983. The Board received the financial report as presented.
4. Report of the Director. Dr. Ashton reported on the following items:
    a. Library use, first quarter 1984. Total Library circulation is up 10% for the month of March as compared to March 1983. Year-to-date circulation is up 6.5% for the first three months of the year. In March 1984, the Library loaned 126,487 adult items, an all-time record for adult circulation for one month.
    b. Belva Plain and Barbara Robinson visits. The visits, sponsored by the Friends of the Allen County Public Library, attracted

attentive and responsive audiences and helped to promote the Library and the activity of reading.

c. Upcoming Friends of the Allen County Public Library events. The spring book sale will be held Friday, Saturday, and Sunday, 3, 4, and 5 May. The annual meeting, primarily a business meeting, will be held 16 May at 7:30 p.m.

d. Other. Mrs. Deanna Freeland has agreed to serve on the Allen County Public Library Foundation board. This completes the board and permits the attorney to proceed with the filing of necessary documents with the Internal Revenue Service.

5. Adoption of an amendment to the lease with Downtown Service Center, Inc. The Board approved an amendment, reducing the monthly rent from $1000 to $825, for the period remaining on the lease, through 31 December 1984.

6. Adoption of proposed action concerning purchase of microcomputer equipment from General Microcomputer. The Board authorized the Director to take the proposed steps: 1. a letter informing General Microcomputer that it has three days to deliver the ordered equipment; 2. consideration that the purchase order has been cancelled if the delivery deadline is not met; 3. placement of the order with Computerland of Fort Wayne, the second lowest bidder, if delivery is not received on time.

7. Adoption of by-laws amendments. In the absence of the appropriate documents, the Board tabled this item to the May Board meeting.

8. Adoption of financial disbursement policy, in accordance with IC 20-14-3-14. The Board adopted the policy as proposed.

9. Approval of a joint promotional activity with Atz's Ice Cream Shoppes. The Board approved the joint promotional activity as proposed.

10. Presentation of a report on operation of the branch system. Sheldon Kaye, branch and bookmobile division manager, presented an extensive report on service areas and service patterns of the branch libraries. Following extensive discussion, the Board moved on to adoption of a proposed strategy for branch library development. The Board approved the proposed strategy as presented.

11. Approval of submission of a Challenge Grant proposal to the National Endowment for the Humanities in the amount of $300,000. The Board approved submission of the proposal.

12. Approval of a grant proposal to the Indiana Committee for the Humanities in the amount of $7500. The Board approved submission of the proposal as presented.

13. Report on bookmobile service reorganization. The Board received the report, which decentralizes bookmobile management to three branch library locations, simplifies bookmobile routes, and places the entire service in a more accessible posture toward the community.

14. Adoption of proposed amendment to authorized staffing table. The Board approved the amendment as proposed.

15. Approval of payment of the following bills. The Director certified that all claims for payment are due and correct and lawfully incurred for library purposes. He also certified that all claims are supported by a fully itemized invoice or other documentation. The Board then approved payment of the following bills:

Accounts Payable Invoices-April	$144,096.00
American Society of Personnel Administration	420.00
INCOLSA	15.00
Top of the Ladder, Inc.	240.00
Mary R. Voors	5.41
Summit Bank	1,200.00
Atkinson Hotel	821.52

Rick J. Ashton	127.14
FICA	6,851.93
Indiana Department of Revenue	587.86
Marriott Inn East	61.60
Summit Health	1,055.40
Charlene Holly	31.72
Brenda Bobay	6.30
Summit Bank	850.00
Spectrum Maintenance Products	1,808.79
Cindy Woodruff	6.95
Charlene Holly	20.62
Christopher Schlatter	4.75
Ken Schell	38.67
Luana Stanley	5.00
Airport Hilton	69.39
U.S. Postal Service	500.00
Summit Bank	1,100.00
Lawyers Cooperative Publishing	1,348.90
Gail Milne	4.30
C.L. Reynolds	30.00
Family Tree Nook	10.50
Brigham Young University Press	498.51
FICA	6,859.38
Mutual Benefit Life	2,189.25
IU Alumni Association	20.00
NIPSCO Gas-O-Rama	10.00
U.S. Postal Service	41.00
Blue Cross	6,891.00
PERF	17,676.77
Summit Health	1,170.72
GE Supply Co.	951.27
Ingram	4,496.40
Westinghouse Supply	235.25
Mrs. Richards	25.00
Spectrum Maintenance Products	1,723.53
Summit Bank	1,200.00
Padgett-Thompson	392.00
U.S. Postal Service	5,000.00
Four C's Access	114.00
3M Diskettes	37.50
Indiana and Michigan Electric Co.	10,902.73
Butler Paper	2,123.31
Custom Woodworking	450.00
Michael McPeak	60.00
Central Indiana ALSA	30.00
Joan McIntosh	30.00
Indiana Employment Security Division	1,140.00
INCOLSA	7.50
Summit Bank	1,300.00
FICA	6,769.60

16a. Creation of an additional account line. The Board approved the proposal to create an additional account line, #398, for local property taxes, in the operating budget.

16b. Approval of fund transfer resolution. The Board approved a fund transfer resolution, increasing the appropriation in line 398, local property taxes, from 0 to $2519, and decreasing the appropriation in line 394, transfer to Library Improvement Reserve Fund, from $120,000 to $117,841.

16c. Other business. None.

17. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Approval of Amendment

Downtown Service Center holds a lease through 31 December 1984 on the service station property at the corner of Washington and Ewing Streets acquired by the Allen County Public Library in 1982.

Downtown Service Center has requested a change in rent under the lease, from $1000 per month to $825 per month.

Zohrab Tazian, G. Stanley Hood, and Rick Ashton have discussed this matter with William Doenges, president of Downtown Service Center, and his attorney, W. Paul Helmke.

It appears that this rent reduction will enable Downtown Service Center to achieve a better financial condition, while retaining a tenant for the property for the Library.

Approval of this amendment is recommended, with the document having been prepared by G. Stanley Hood.

AMENDMENT TO REAL ESTATE LEASE

FOR GOOD AND VALUABLE CONSIDERATION, Allen County Public Library, as Lessor, and Downtown Service Center, Inc., as Lessee, agree to amend the Real Estate Lease, executed between them under the date of December 30, 1982, in the following particular:

1. Commencing May 1, 1984, and continuing for the term of said Lease, the monthly rental shall be Eight Hundred Twenty-five Dollars ($825.00) per month.

All other terms, conditions and covenants contained in said Lease shall be the same as originally written.

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals, this 26th day of April, 1984.

DOWNTOWN SERVICE CENTER, INC.

BY William C. Doenges
William C. Doenges
Its President

ALLEN COUNTY PUBLIC LIBRARY

BY: Zohrab K. Tazian
Zohrab K. Tazian
President
Board of Library Trustees
Allen County Public Library

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

Before me, a Notary Public in and for said County and State, on this 26th day of April, 1984, personally appeared Downtown Service Center, Inc., by William C. Doenges, its President, and acknowledged the execution of the above and foregoing Lease to be his voluntary act and deed.

WITNESS my hand and Notarial Seal.

Cathleen M. Arnoldy
Notary Public
Cathleen M. Arnoldy

My commission expires:
October 6, 1987.

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

Before me, a Notary Public in and for said County and State, on this 26th day of April, 1984, personally appeared Allen County Public Library, by Zohrab K. Tazian, and acknowledged the execution of the above and foregoing Lease to be his voluntary act and deed.

WITNESS my hand and Notarial Seal.

Cathleen M. Arnoldy
Notary Public
Cathleen M. Arnoldy

My commission expires:
October 6, 1987.

This instrument prepared by G. Stanley Hood, Attorney at Law.

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director

AGENDA ITEM 6
Requested Action: Approval of Changed Purchase

MICROCOMPUTER PURCHASE FROM GENERAL MICROCOMPUTER

At its 23 February 1984 Board meeting, the Board of Library Trustees approved a recommendation for purchase of several items of microcomputer equipment from General Micro, based on its low bid in a formal bidding process. The purchase price specified in the bid was $25,564.10. The acceptance of the recommendation was conditional upon General Micro's providing satisfactory assurances to the Library of its ability to provide local service for the equipment. The bid information also indicated that General Micro would deliver the equipment approximately six weeks after placement of the order.

The Library received assurances concerning local service and placed the purchase order on 8 March 1984. The six-week delivery time has elapsed. Various representatives of General Microcomputer have been contacted in the past two weeks and have been unable to give Library representatives any indication as to the actual anticipated delivery time. As time has progressed, in fact, the answers have become more vague, rather than more specific. It does not appear that General Microcomputer will be able to deliver the ordered equipment within any reasonable period of time. In addition, there are indications that General Microcomputer is experiencing financial difficulties which will prevent it from meeting future obligations to its customers.

After discussing this matter with staff and with the Library's attorney, G. Stanley Hood, the Director recommends that the Board authorize him to take the following actions:

1. Send a certified letter to General Microcomputer, informing General Microcomputer that the Library considers the vendor to be in default on the purchase agreement and giving General Microcomputer three days to complete delivery of all ordered items.
2. If General Microcomputer fails in this matter, to place the purchase order with Computerland of Fort Wayne, the next-lowest bidder on the equipment, which has assured delivery within fourteen days of receipt of the order.
3. To place a time limit on the purchase order with Computerland, so that the order will automatically cancel if the vendor fails to deliver.

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AGENDA ITEM 7
Requested Action: Adoption of Amendments

AMENDMENTS TO THE BY-LAWS

Several amendments to the By-Laws of the Board of Library Trustees were presented and read at the March Board meeting. These amendments are now eligible for adoption, in accordance with procedure established within the By-Laws themselves.

The only substantive By-Laws change is the section relating to appointing authorities of Library Board members. This change is made to conform with changes in state law. No other changes are substantive.

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AGENDA ITEM 8
Requested Action: Approval

PROPSED POLICY ON DISBURSEMENTS

1. Policy. It is the policy of the Allen County Public Library to govern its disbursements in accordance with IC 20-14-3-14 as follows:

   a. The library board may disburse according to law all money for lawful library purposes. With the prior approval of the library board, payment may be made in advance for:

      1. property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivisions;
      2. dues, subscriptions, and publications;
      3. license fees;
      4. insurance premiums;
      5. utility connection charges;
      6. federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced;
      7. grants of state funds authorized by statute;
      8. maintenance and service agreements;
      9. legal retainer fees; or
      10. conference fees.

      Each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the state board of accounts.

   b. Purchases of books, magazines, pamphlets, films, filmstrips, microforms, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other froms of library and audiovisual materials are exempt from the restrictions imposed by IC 36-1-9.

2. Administration. The Treasurer, Director, and Financial Manager are responsible for administration of this policy.

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AGENDA ITEM 9
Requested Action: Approval of Joint Promotional Activity

SUMMER READING PROGRAM SUPPORT BY ATZ'S ICE CREAM SHOPPES

The staff recommends that the Allen County Public Library enter into a joint promotional activity with Atz's Ice Cream Shoppes. The purpose of this promotional activity is support for and promotion of the Summer Reading Program. This promotional activity is in addition to the $8000 appropriation already made for support of the Summer Reading Program by the Friends of the Allen County Public Library. Atz's will sponsor the final celebration event of the eight-week program, three showings of Star Wars, at a cost of $350. Atz's will also provide coupons for free or reduced-price food items for 3500 children who complete the eight-week program.

The Library will recognize the Atz's contribution in promotional literature, distribute the coupons, and recognize Atz's at the final event.

We expect this joint promotional activity to help make the Summer Reading Program, "Aim for the Stars-Read," a great success.

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AGENDA ITEM 10
Requested Action: Receive Report

The staff of the Branch and Bookmobile Division, led by Branch and Bookmobile Division Manager Sheldon Kaye, have been studying in great detail and with great intensity the operation of the branch libraries.

At the meeting, Mr. Kaye will present the findings of this intensive study and outline some of the general planning considerations which have emerged from the study. The findings will lead toward the adoption of a proposed strategy for branch library development.

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AGENDA ITEM 10
Requested Action: Adoption of Strategy

PROPOSED STRATEGY FOR BRANCH DEVELOPMENT

1. Purpose: To develop criteria and standards for effective branch library service and to undertake actions necessary to implement those standards.

2. Planning Basis: Goal A: To provide appropriate locations and hours of library service for all Allen County residents.

   Objective 1: To develop standards for locations and hours of library service by 31 December 1982 and to develop by 31 December 1983 a plan for meeting those standards.

3. Major Tasks.
   A. Analyze current practice.
   B. Identify areas of need.
   C. Draft preliminary plan.
   D. Hire consultant.
   E. Submit preliminary plan to community, Board, and staff.
   F. Finalize plan.
   G. Hire architect.
   H. Develop sites.
   I. Finance through general obligation bond issue or other equivalent long-term method.
   J. Implement plan.

4. Assistance.
   A. Staff.
   B. Consultants.
   C. Architect.
   D. Legal counsel.

5. Responsibility.
   A. Board of Library Trustees: leadership, financial decisions.
   B. Staff, especially Director and Branch and Bookmobile Manager: planning, coordination, management.
   C. Consultant, attorney, architects, contractors, vendors: implementation.

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director

AGENDA ITEM 11
Requested Action: Approval of Submission of Proposal

NATIONAL ENDOWMENT FOR THE HUMANITIES CHALLENGE GRANT PROPOSAL

This proposal will request $300,000 from the National Endowment for the Humanities over a three-year period. Terms of the grant, which will be announced in December 1984, will require that a local match of $3 for every federal dollar be secured. A major fund-raising drive is in the planning stages.

This grant proposal implements the strategy for endowment development which the Board approved at its March 1984 Board meeting.

The purpose of the initial $1.2 million in endowment for the Allen County Public Library Foundation is to support the purchase of books and other library materials in humanities fields: history, literature, jurisprudence, language, linguistics, archaeology, philosophy, history of religion, and similar fields.

Copies of the full proposal will be available at the Board meeting.

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AGENDA ITEM 12
Requested Action: Approval of Proposal

GRANT PROPOSAL TO INDIANA COMMITTEE FOR THE HUMANITIES IN THE AMOUNT OF $7500

To support a series of seven weekly public discussion programs to be held on Friday evenings from 14 September through 26 October 1984, the Library proposes to seek a grant from the Indiana Committee for the Humanities. The theme of the programs is "if it was 1984." This obscure quotation from George Orwell's novel 1984 is the project title. The programs will include humanities scholars from several disciplines, community figures, and the general public, for presentation and discussion of issues raised by the novel and its relationship to the real year 1984. Themes of the programs will include information on Orwell and his works, language, technology, censorship, personal relationships, the impact of the book 1984 on the year 1984, and the overall issue, "who controls the past controls the future."

Steven Fortriede, public services manager, will act as project director with overall repsonsibility for the programs. Terry Doran will function as consultant and part-time producer. All other panelists and participants will be drawn from faculties and other organizations in the community. The shows will be cablecast live on Channel 10, taped for further use, and some editing will be done for a composite tape for future use.

The Library will also seek $2500 from Cable Access, Inc., as a partial match required by the Indiana Committee for the Humanities and expects

to devote approximately $9470 in Library in-kind contributions to the project.

Serious public discussion programs of this kind have proved successful in the past, and the Library seeks to continue them.

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director

AGENDA ITEM 13
Requested Action: Receive Report

REORGANIZATION OF BOOKMOBILE SERVICES

Sheldon Kaye, branch and bookmobile division manager, will present a report on this item.

Handouts for this report will be available at the Board meeting.

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AGENDA ITEM 14
Requested Action: Approval of Amendments

AMENDMENTS TO AUTHORIZED STAFFING TABLE

The following amendments to the Authorized Staffing Table will allow the reorganization of bookmobile services:

Delete:

#110	Bookmobile Manager	$20,257

Amend:

#120	Georgetown Branch Manager	Grade 7	22,048
#160	Little Turtle Branch Manager	Grade 7	24,533
#200	Shawnee Branch Manager	Grade 7	21,470

Total savings on an annual basis is $16,168.

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AGENDA ITEM 16a
Requested Action: Approval

CREATION OF AN ADDITIONAL ACCOUNT LINE

The 1984 operating budget makes no provision for the payment of local property taxes. The Library has a tax liability of $2,519.00 for local property taxes on the Downtown Service Center property at Washington and Ewing Streets. So long as this property is not used exclusively for library purposes, it is subject to property taxes, even though it is owned by a tax-exempt governmental organization.

In order to create authority within the budget to pay this tax obligation, it is necessary to create a new line item. The proposed additional line is 398, local property taxes. The agenda item 16b, a fund transfer resolution, will provide an appropriation for this line, from which the taxes can be paid.

AGENT ITEM 16b
Requested Action: Approval

FUND TRANSFER RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Section 1. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Allen County Public Library the following additional sums of money are hereby appropriated and ordered set apart in the Operating Fund for the purposes specified, subject to the Laws of the State of Indiana:

Budget Line 398, Local Property Taxes.

	REQUESTED	APPROPRIATED
TOTAL	$2,519.00	$2,519.00

Section 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which they were appropriated, be it further resolved that the following existing appropriations be reduced in the following amounts:

Budget Line 394, Transfer to Library Improvement Reserve Fund.

	REQUESTED	REDUCED
TOTAL	$2,519.00	$2,519.00

Presented to the Board of Library Trustees, read in full, and adopted this 26th day of April 1984.

AYE	NAY
Dean McMahan	
Gabriel K. Tregillus	
D. Beer	
Rae Gates	
Mary Hockney	
Ann Lehman	
James V. Fanaroff Jr	

ATTEST:

James V. Fanaroff Jr
Secretary, Board of Library Trustees

MISCELLANEOUS INCOME SUMMARY
First Quarter 1984

General Ledger Number	Income Subaccount Number	Description	January	February	March	Year-to-Date
10	5101-9*	Tax Revenues	-------	-------	-------	---------
11	5111	Copier Receipts	6044.75	8830.86	8645.46	23,521.07
12	5121	Fines	7640.85	6904.33	8032.70	22,577.88
13	5131	Grant Receipts	4468.00	3500.00	4582.00	12,550.00
14	5141	Parking Lots	5439.78	7071.74	6690.03	19,201.55
15	5151-3*	Rent-Total	2036.26	2004.82	1835.16	5,876.24
	5151	Rent-Tri-ALSA	801.36	775.16	775.16	2,351.68
	5152	Rent-Service Center	1000.00	1000.00	1000.00	3,000.00
	5153	Rent-Other	234.90	229.66	60.00	524.56
16	5161-3*	Gifts-Total	84.71	630.00	579.81	1,294.52
	5161	Gifts-Unrestricted	52.91	-------	99.81	152.72
	5162	Gifts-Genealogy Class	-------	630.00	480.00	1,110.00
	5163	Gifts-Restricted	31.80	-------	-------	31.80
17	5171	Interest	5880.31	2693.49	5023.91	13,597.71
18	5181	Subscription Cards	80.00	100.00	140.00	320.00
19	5191-5200*	Other Income	243.24	362.43	220.90	826.57
	5193	Mileage	55.20	-------	55.20	110.40
	5194	ACPL Publications	-------	60.00	33.00	93.00
	5197	Pay Phones	30.22	-------	31.45	61.67
	5199	Refunds	-------	-------	29.73	29.73
	5200	Miscellaneous	157.82	302.43	71.52	531.77
10-19	5101-5200	Total Miscellaneous Income	31,917.90	32,097.67	35,749.97	99.765.54

[1]Annualized 1984 Income	401,309.49
1983 Total Income	315,812.74
Increase/(Decrease)	27.07%

[1]99,765.54/(91/366)=401,309.49

*NOTE: All lines with subaccount ranges are total lines for the general ledger with subaccounts broken out below.

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Rick J. Ashton
director

18 MAY 1984

To: All Library Board Members

From: Rick Ashton

Re: 24 May 1984 Regular Board Meeting

The Board of Library Trustees will meet at the Hessen Cassel Branch Library on Thursday, 24 May at 3:00 p.m. The Hessen Cassel Branch is located at 3030 East Paulding Road, just west of the intersection of Paulding Road and Hessen Cassel Road.

The enclosed materials are for your use in preparation for the Board meeting.

I look forward to seeing you on Thursday, 24 May.

RJA:kws

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday 24 May 1984
3:00 p.m.
Hessen Cassel Branch Library, 3030 East Paulding Rd., Ft. Wayne, Indiana 46806

1. Adoption of the Agenda.

2. Approval of the Minutes of the 26 April 1984 regular Board meeting.

3. Reception of the financial report of 30 April 1984.

4. Report of the Director.
   a. The Friends of the Allen County Public Library activities.
   b. Summer Reading Program activities.
   c. Staff training and development activities.
   d. Other.

5. Adoption of proposed amendments to the by-laws. Tabled at 26 April 1984 meeting.

6. Adoption of a timetable for review and adoption of the 1985 Allen County Public Library budget.

7. Authorization of actions relating to emergency air conditioning repairs at the Main Library.

8. Adoption of a resolution to advertise for an additional appropriation of $35,000 from the Library Improvement Reserve Fund.

9. Approval of the issuance of a Request for Proposals from library automation consultants.

10. Approval of the issuance of a Request for Proposals from library building consultants.

11. Approval of proposed changes in the Authorized Staffing Table.

12. Approval of the following salaried appointments:

    Cathleen Arnoldy - Volunteer Manager
    Position No. 253, Grade 7 $16,800.00
    Katherine Smith - Secretary to the Director
    Position No. 002, Grade E $14,470.06.

13. Approval of payment of the following bills:

Accounts Payable Checks May 31	$181,067.33
Addograph Distributors	442.00
Dennis Gagnon	48.11
Kathy Witwer	15.00
Atkinson Hotel	55.28
U. S. Postal Service	1,000.00
INCOLSA	10.00
Allen County Assn.-Volunteer Admin.	5.00
Ruth Gomez	4.93
Cindy Woodruff	5.51

Video World Inc.	35.14
Blue Cross	6,649.00
Coalition for Literacy	10.00
Betty Schooley	3.50
Hildreth Williams	3.34
James Aschliman	11.62
Spectrum Maintenance Products	4,384.13
FICA	6,691.88
Mutual Benefit Life	2,162.87
Retired Senior Volunteer Program	18.00
Linda Rose	12.15
Rosamond Parrish	9.99
Phyllis Sherwin	5.51
Summit Bank	1,500.00
Michael B. Clegg	750.00
Holiday Inn West	192.50
Holiday Inn South	176.55
Steven Fortriede	5.00
Computerland	160.00
Summit Health	1,055.40
IESD	1,176.38
Computerland	60.00
Treasurer - Allen County	1,259.05
Indiana & Michigan Electric Co.	11,428.02
Dick Seagly	18.00
Summit Bank	640.00
Susan Hunt	2.00
Michael Clegg	9.63
Steven Fortriede	251.77
Angela Holderman	2.25
Betty Henning	10.88
Mary Scofield	26.84
Jessie Stauffer	13.39
FICA	6,674.97
Summit Bank	692.00

14. Other business.

15. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

24 MAY 1984

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 24 May 1984 in the meeting room of the Hessen Cassel Branch Library. Members present: Zohrab Tazian, Rae Gates, Patricia Beers, Lu Ann Beaman, James Ganaway. Members absent: Mary Koehlinger, Alan McMahan. Mr. Tazian presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated, with the addition of item 1a, discussion with area residents concerning branch plans.

1a. Discussion with area residents. Area residents voiced concerns relating to decisions concerning possible closing of the Hessen Cassel Branch Library. Mr. Tazian explained that the Board had made no decisions concerning the closing of existing branch libraries or the opening of additional branch libraries, and that any decisions concerning such matters would be made only after full and open public discussion of the decisions.

2. Approval of the minutes of the 26 April 1984 meeting. The Board approved the minutes as circulated.

3. Reception of the financial report of 30 April 1984. Douglas Lehman, financial services manager, presented the report. He received recommendations from board members concerning improvements in monthly reporting, and indicated that formats for improved monthly reporting were being developed with the aid of new microcomputer equipment. The Board received the report as presented.

4. Report of the Director. Dr. Ashton reported on the following matters:

   a. The Friends of the Allen County Public Library Activities.

      Election of officers at the recent annual meeting included

Linn Bartling as President, Anne Richard as Vice-President for Programming, Linda Kaufman as Vice-President for Membership, Madonna Welling as Secretary, and Paul Deal as Treasurer. The May Book Sale netted $11,700 for the Friends. In the coming weeks, the Friends will make gifts to the Library totaling $57,115.00, including gifts for a Main Library directory and display system, bookmobile stop signs, a microcomputer, a teaching machine, attendance of four staff members at the American Library Association meeting in Dallas, additional gold library cards, support of the Summer Reading Program, and a $35,000 contribution to the Allen County Public Library Foundation. On 17 April 1985, the Friends will present author Kurt Vonnegut in a free public appearance, with a speech on the topic "How to Get a Job Like Mine." Friends membership now stands above the 1500 mark.

b. Summer Reading Program activities. Six thousand to seven thousand participants are expected, with registration now in progress. Formal activities will begin on 4 June. An appropriation of $8000 from the Friends of the Allen County Public Library supports the promotional activity, prizes and programs associated with this effort.

c. Staff training and development activities. Several recent activities have taken place. All staff have had opportunities to attend workshops in the Library concerning rape and assault awareness, presented by the Fort Wayne Women's Bureau; property protection, presented by the Fort Wayne Police Department; and dealing with disturbed persons, presented by the Park Center. Several staff members recently visited public, university, and state libraries in Ann Arbor, Lansing, and Grand Rapids, Michigan, where they had opportunities to observe operations and come back with new ideas. Nora Rawlinson, one of the

principal staff for collection development at the Baltimore County Public Library, recently presented a workshop on the collection development practices and policies of the Baltimore County Public Library, one of the most active library systems in the country. Ms. Rawlinson, a Decatur native, was visiting in the area and was available to meet with staff. Four Library staff members will attend the American Library Association annual conference in Dallas in late June, with support of the Friends of the Allen County Public Library. In addition several staff members have attended microcomputer workshops, workshops on basic supervision techniques, and other local educational opportunities. The continued development of the staff, the Library's major resource, remains a high priority for the system.

d. Other. Library use through April. The Library circulated 183,337 items in April 1984, an increase of 4.3% over the same month in 1983. For the first four months of 1984, circulation totals 742,533 items, an overall increase of 5.9% over the same period in 1983. Circulation at the Main Library has increased 7%, and at branches and bookmobiles has increased 5% for the period through 30 April.

5. Adoption of proposed Amendments to the By-Laws. The Board adopted the proposed amendments, which were for the purpose of bringing the by-laws into compliance with recent changes in state law concerning public libraries.

6. Adoption of a timetable for review and adoption of the 1985 Allen County Public Library budget. The Board adopted the timetable as proposed.

7. Authorization of actions relating to emergency air conditioning repairs at the Main Library. The Board authorized the President and Director to award a contract for emergency air conditioning repairs as soon as possible after the bid opening to be held on 4 June 1984.

8. Adoption of a resolution to advertise for an additional appropriation of $35,000 from the Library Improvement Reserve Fund. The Board adopted the resolution as proposed, with the public hearing and adoption of the appropriation resolution to be done at the June regular Board meeting.

9. Approval of the issuance of a Request for Proposals from Library Automation consultants. The Board approved the issuance of the RFP.

10. Approval of the issuance of a Request for Proposals from Library building consultants. The Board approved the issuance of the RFP.

11. Approval of the proposed changes in the Authorized Staffing Table. The Board approved the changes as proposed.

12. Approval of the following salaried appointments:

    Cathleen Arnoldy - Volunteer Manager

    Position No. 253, Grade 7 $16,800.00

    Katherine Smith - Secretary to the Director

    Position No. 002, Grade E $14,470.06

    The Board approved the appointments.

13. Approval of payment of the following bills. Dr. Ashton certified to the Board that the claims presented were true and correct and supported by itemized invoices or other appropriate documentation. The Board approved the payment of the bills as presented.

14. Other business. None.

15. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Approval of Amendments.

PROPOSED AMENDMENTS TO BY-LAWS

At its 22 March 1984 regular Board meeting, the Board of Library Trustees reviewed several technical changes to the by-laws. This presentation of amendments made the amendments eligible for adoption at the 26 April 1984 meeting. Because the appropriate documents were not in hand on 26 April, the matter was tabled to the May Board meeting.

All the amendments are designed to bring the by-laws into conformity with Indiana State Law and reflect actual practices of the Board of Library Trustees.

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AGENDA ITEM 7
Requested Action: Reading of Amendments

PROPOSED AMENDMENTS TO BY-LAWS

Section 30 of the By-Laws of the Allen County Public Library provides that the By-Laws may be amended or repealed at any regular or special meeting called for that purpose, by a majority vote of the members present, providing that the amendment was read at the last previous regular meeting or was stated in the call for the special meeting. The reading of these proposed amendments at the 22 March 1984 meeting will make possible the adoption of the amendments at the 26 April 1984 regular meeting.

All the amendments below are proposed for the purpose of bringing the By-Laws into conformity with Indiana state law and reflecting actual practices of the Board of Library Trustees of the Allen County Public Library.

SECTION 2. Authority

The activities of the Allen County Public Library shall be conducted under the authority granted by the Public Library Law of 1947 (Indiana Code 20-14), as amended from time to time by the Indiana General Assembly.

SECTION 3. Mission.

The Allen County Public Library shall be a service institution. It shall seek to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional library services, accessible for use by all people.

SECTION 9. Appointment of Members.

The Board of Library Trustees shall consist of seven members who are appointed as follows:

(a) Two members shall be appointed by the County Council of Allen County.

(b) Two members shall be appointed by the Board of County Commissioners of Allen County.

(c) Two members shall be appointed by the Board of School Trustees of the Fort Wayne Community Schools.

(d) One member shall be appointed by the presidents of the school boards of East Allen County Schools, Southwest Allen County Schools, and Northwest Allen County Schools, acting jointly.

After the initial Board appointments, all appointments shall be for a term of four (4) years.

SECTION 11. Reappointment.

Members shall serve no more than four (4) consecutive terms, regardless of the appointing authority or the length of terms served.

SECTION 19. Duties of Officers.

(a) President. The President shall preside at all meetings of the Board of Library Trustees, discharge all the duties which devolve upon a presiding officer, perform such other duties as may be required by law or these By-Laws, and have all the powers and duties customarily vested in the office of President, subject to the Public Library Law of 1947, (Indiana Code 20-14) as amended.

(b) Vice-President. The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, perform such other duties as may be required by law or these By-Laws, and in general have all the powers and duties customarily vested in the office of Vice-President, subject to the Public Library Law of 1947, (Indiana Code 20-14) as amended.

(c) Secretary. The Secretary shall cause to be kept a record of the minutes and proceedings of the Board of Library Trustees and attend to the giving and serving of all notices required by law or these

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AGENDA ITEM 6
Requested Action: Adoption of Timetable

PROPOSED TIMETABLE FOR REVIEW AND ADOPTION OF 1985 BUDGET

28 June 1984	Proposals from staff
9-13 July 1984	Committee work session with detailed review
26 July 1984	Definitive proposal from staff and resoltuion to advertise
Early August 1984	Required legal advertising
23 August 1984	Public hearing on budget
30 August 1984	Adoption of budget

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AGENDA ITEM 7
Requested Action: Delegation of Authority to President and Director

EMERGENCY AIR CONDITIONING REPAIRS

On 14 May the electric motor on Chiller No. 2 at the Main Library burned out, after 15 seasons of use. Library staff immediately secured estimates for replacement of the motor and learned that the cost would exceed $15,000.00, thus requiring that the project be awarded to a contractor after a formal bid process.

Because of the emergency nature of the repair, the Director, after consultation with the President, placed legal advertisements which were to appear on 19 May and 26 May, for a bid opening on Monday 4 June. Specifications for the work have been prepared and made available to potential bidders. We request that the Board empower the President and the Director to award the contract as soon as possible after the bid opening, so that repairs may proceed as quickly as possible.

The question of the replacement of the motor on Chiller No. 1, which is the same age as Chiller No. 2, will be resolved by the time of the Board meeting. Contract documents have been prepared which will permit the replacement of one or both motors, according to Library needs.

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AGENDA ITEM 8
Requested Action: Resolution to Advertise

ADDITIONAL APPROPRIATION FROM LIBRARY IMPROVEMENT RESERVE FUND

In order to accomplish the emergency repairs contemplated in Agenda Item 7, an additional appropriation of funds is necessary. The staff requests that it be authorized to place legal advertisement for an appropriation of $35,000 from the Library Improvement Reserve Fund, to provide for this project. After legal advertisement, a public hearing at the next regular Board meeting and formal Board action approving the appropriation will be the next steps. State Board of Tax Commissioners approval of this action is then secured, and the appropriation process is finished.

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AGENDA ITEMS 9 & 10
Requested Action: Authorization

REQUESTS FOR PROPOSALS FROM CONSULTANTS

Both the automation strategy and the branch development strategy adopted by the Board of Library Trustees in recent months include the hiring of professional consultants to assist in planning and implementation of these major projects. Staff work in both areas has proceeded to a level at which it is now appropriate to invite consultants to make proposals by which they would offer their services for these projects. In each case, the Request for Proposals will contain a description of the Allen County Public Library, the elements of the five-year plan which are relevant to the task, and a statement of the work which the consultant is to perform. Selection of consultants would be based upon the qualifications of the consultants, the best proposed methodology for completing the work required, and cost-effectiveness. Evaluation of consultant proposals would be brought before the Board of Library Trustees for the awarding of consultant contracts.

The staff would attempt to present a recommendation for an automation consultant at the June Board meeting and a recommendation for a building consultant at the July Board meeting.

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AGENDA ITEM 11
Requested Action: Approval of Amendments

PROPOSED AMENDMENTS TO AUTHORIZED STAFFING TABLE

Amendments

Delete:	#284	AMAV clerk	.5 FTE	Grade 3	$4971.40
	#285	AMAV clerk	.5 FTE	Grade 3	$4971.40
Add:	#287	AMAV clerk	1.0 FTE	Grade 3	$9954.46

Increase: #286 AMAV clerk from .5 FTE to .6 FTE $994.24 annualized cost increase Grade 3

#365 Librarian - Reader's Services from .5 FTE to 1.0 FTE $8,102.64 annualized cost increase Grade E

APRIL 1984 INCOME SUMMARY

G/L #	S/A #	JAN.	FEB.	MAR.	APR.	YTD.
10	5101	--	--	--	21,000.00	21,000.00
	5102	--	--	--	29,000.00	29,000.00
	5105	--	--	--	199,000.00	199,000.00
	5106	--	--	--	396,000.00	396,000.00
Local Tax Revenues		--	--	--	645,000.00	645,000.00
11	5111	6,044.75	8,830.86	8,645.46	9,625.95	33,147.02
12	5121	7,640.85	6,904.33	8,032.70	7,537.88	30,115.76
13	5131	4,468.00	3,500.00	4,582.00	10,687.00	23,237.00
14	5141	5,439.78	7,071.74	6,690.03	8,210.36	27,411.91
15	5151	801.36	775.16	775.16	727.52	3,079.20
	5152	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
	5153	234.90	229.66	60.00	10.00	534.56
Total Rent		2,036.26	2,004.82	1,835.16	1,737.52	7,613.76
16	5161	52.91	--	99.81	148.60	301.32
	5162	--	630.00	480.00	--	1,110.00
	5163	31.80	--	--	5,355.00	5,386.80
Total Gifts		84.71	630.00	579.81	5,503.60	6,798.12
17	5171	5,880.31	2,693.49	5,023.91	6,111.41	19,709.12
18	5181	80.00	100.00	140.00	80.00	400.00
19	5193	55.20	--	55.20	55.20	165.60
	5194	--	60.00	33.00	52.00	145.00
	5197	30.22	--	31.45	49.42	111.09
	5199	--	--	29.73	15.00	44.73
	5300	157.82	302.43	71.52	35.70	567.47
Miscellaneous		243.24	362.43	220.90	207.32	1,033.89
Non-Tax Totals		31,917.90	32,097.67	35,749.97	49,701.04	149,466.58
Grand Total		31,917.90	32,097.67	35,749.97	694,701.04	794,466.58

Income -- Annualized Non-Tax: 149,466.58/(121/366) = 452,107.02
1983 Total: 315,812.74

Increase 43.16%

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GENERAL LEDGER ACCOUNT BREAKDOWN

Numbering Series	Description
	Assets
01-09	Cash and Securities
20-29	Accounts Receivable
30-39	Fixed Assets
40-49	Other Assets
	Liabilities
50-59	Accounts Payable
70-79	Short-term Liabilities
80-89	Long-term Debt
90-99	Fund Balance Accounts
	Other
10-19	Miscellaneous Income
60-69	Expenditures

FUND NUMBERING SERIES

01-09	General Funds
10-19	Debt Service Funds
20-29	Capital Projects Funds
30-39	Trust and Agency Funds
40-99	Special Revenue Funds

Fund Numbers

01	Operating
02	Coin Changers
03	Petty Cash
10	Bond Issue-1977
20	LIRF
21	Building & Equipment
30	Recordings Endowment
31	Record Room
40	Calmerton Trust
41	Gift
42	Crane Memorial
43	LSCA - Talking Books
44	LSCA - MURL
45	LSCA - Reciprocal Borrowing
46	LSCA - Retrospective Conversion

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LIST OF EXPENSE SUBACCOUNTS CONTINUED

SBOA Line	ACPL Number	Description
212		Promotional & Printing Supplies
	2121	Print Shop Supplies
	2122	Other Printing Supplies
	2123	Printing Paper
	2124	Preprinted Promotional Materials
	2125	Other
213	2131	Office Stationery
	2132	Other Office Supplies
221		Cleaning & Sanitation Supplies
	2211	Paper Supplies
	2212	Cleaning Chemicals
	2213	Ice Melting Chemicals
	2214	Miscellaneous
222		Fuel, Oil & Lubricants
	2221	Heating Oil
	2222	Lubricants
	2223	Gasoline Reimbursements
	2224	Vehicle Fuel
223		Other Operating Supplies
	2231	Copier Paper
	2232	Copier Supplies
	2233	Book Jackets
	2234	Book Pockets
	2235	Catalog Cards
	2236	Computer Supplies
	2237	Computer Paper
	2238	Microfilm & Supplies
	2239	Library Cards
	2240	Craft Supplies
	2241	TV Studio Supplies
	2242	Audio-Visual Supplies
	2243	Other
231		Building Materials & Supplies
	2311	Lighting-Interior
	2312	Lighting-Exterior
	2313	Grounds
	2314	Roofing Materials
	2315	Other

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LIST OF EXPENSE SUBACCOUNTS CONTINUED

SBOA Line	ACPL Number	Description
312		Building Services
	3121	Architectural Services
	3122	Engineering Services
	3123	Security Services
313	3131	Legal Services
314		Other Professional Services
	3141	Program Presenters
	3142	Banking Services
	3143	Miscellaneous
321		Telecommunications
	3211	Local Services
	3212	Local Dedicated Lines
	3213	Long Distance Charges
	3214	Telegrams
	3215	LIBRIS Charges
	3216	OCLC Charges
	3217	Data Transmission Charges
	3218	Employee Reimbursements
	3219	Miscellaneous
322		Postage
	3221	Postage-USPS
	3222	Postage-Other
323		Traveling Expense
	3231	Travel-Airlines, Trains, Cabs
	3232	Accommodations
	3233	Relocation Expense
	3234	Interviewing/Recruiting Expense
	3235	Other
324		Training & Development
	3241	Registration Fees
	3242	Instructional Materials
	3243	Instructor Fees
	3244	Tuition
	3245	Other
325	3251	Freight & Parcel
331		Advertising & Publication
	3311	Job Listings
	3312	Publication of Notices
	3313	Other

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LIST OF EXPENSE SUBACCOUNTS CONTINUED

SBOA Line	ACPL Number	Description
372		Equipment Rental
	3721	Uniform Rentals
	3722	Floor Mats
	3723	Beepers
	3724	Films
	3725	Postage Meter
	3726	LIBRIS
	3727	Other Rentals
391	3911	Dues & Memberships
392	3921	Interest on Temporary Loans
394	3941	Transfer to LIRF
395	3951	Bindery Services
396		Computer Services
	3961	Information Utilities
	3962	Computer Service Bureaus
	3963	OCLC
	3964	Vendor Services
	3965	LIBRIS
	3966	Other
397		Photographic Services
	3971	Photographic Services
	3972	Photofinishing
	3973	Film & Supplies
398	3981	Property Taxes
Summaries:	35XX	Utilities
	36XX	Repairs & Maintenance
	37XX	Rentals
	39XX	Other
	3XXX	Other Services & Charges

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LIST OF EXPENSE SUBACCOUNTS CONTINUED

SBOA Line	ACPL Number	Description
440		Furniture & Equipment
	4401	Office Furniture
	4402	Library Furniture
	4403	Computer Equipment-Library
	4404	Computer Equipment-Administrative
	4405	Office Equipment
	4406	Library Equipment
	4407	Television Equipment
	4408	Housekeeping Equipment
	4409	Audio-visual Equipment
	4410	Other Equipment
	4411	Vehicles
	4412	Maintenance Equipment
	4413	Land
451	4510	Books
452	4520	Subscriptions
453	4530	Non-printed Materials
Summaries:	44XX	Total Furniture & Equipment
	45XX	Library Materials
	4XXX	Capital Outlays
490	4901	Transfer to Revenue
	4902	Transfer from Revenue

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LIST OF INCOME SUBACCOUNTS-Series 5000-5999

General Ledger Number	Income Subaccount Number	Description
10	5101	Bond - Auto Excise
	5102	Bond - Property
	5103	Bond - Intangibles
	5104	Bond - Other
	5105	Operating - Auto Excise
	5106	Operating - Property
	5107	Operating - Intangibles
	5108	Operating - Other
11	5111	Copier Receipts
12	5121	Fines
13	5131	Grants
14	5141	Parking Lots
15	5151	Rent-Tri-ALSA
	5152	Rent-Service Center
	5153	Rent-Other
16	5161	Gifts-Unrestricted
	5162	Gifts-Genealogy Class
	5163	Gifts-Restricted
	5164	Gifts-Property
17	5171	Interest
18	5181	Subscription Cards
19	5191	Cox Cable Payments
	5192	Lincoln Life-Base
	5193	Mileage
	5194	ACPL Publications
	5195	Research Services
	5196	Equipment Damages
	5197	Pay Phones
	5198	Lost/Damaged Materials
	5199	Refunds
	5201	Intergovernmental Revenues
	5202	Bond Sale Proceeds
	5203	Transfer to Expenditure
	5204	Transfer from Expenditure
	5300	Other Income

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director

22 June 1984

To: All Library Board Members

From: Rick Ashton RJA (KS)

The Board of Library Trustees will meet at the Waynedale Branch Library, 2200 Lower Huntington Road, at 3:00 p.m. on Thursday 28 June 1984. Although the agenda is relatively short, some of the items on it are quite meaty. These include both the extensive financial reporting, some comparative library statistics, and the preliminary presentation of the 1985 operating budget proposal.

I look forward to seeing you next Thursday at Waynedale.

RJA:kws

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AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday 28 June 1984
3:00 p.m.
Waynedale Branch Library, 2200 Lower Huntington Road, Ft. Wayne, IN 46819

1. Adoption of the Agenda.

2. Approval of the Minutes of the 24 May 1984 regular Board meeting.

3. Reception of the financial report.
   a. Fund balance summary.
   b. Operating fund expeditures through 31 May 1984.
   c. Miscellaneous income summary.

4. Report of the Director.
   a. American Library Association Conference.
   b. Library use through 31 May 1984.
   c. Recent Library programs.
   d. Indiana State Library statistics.
   e. Main Library air conditioning repairs.
   f. Volunteer Recognition Night.
   g. Other.

5. Approval of a resolution authorizing respondents to inquiries from Public Employees Retirement Fund.

6. Approval of the following salaried appointments:

Alan Gaines	Circulation Services, #452 Courier	Grade 3	$ 9,954.46
Sherri Mrozowski	Business and Technology, #301 Librarian	Grade E	16,205.28
Rosfelt Rowe, III	Telecommunication Center, #380 Manager	Grade 7	20,257.66

7. Approval of payment of the following bills:

Accounts payable checks - June 30	$187,178.94
Computerland	60.00
Rick J. Ashton	10.50
Kay Lynn Isca	5.55
Ft. Wayne National Bank (FWNB)	11,875.00
Ft. Wayne National Bank (FWNB)	900,000.00
Padgett-Thompson	83.00
Summit Bank	258.00
American Library Association (ALA)	120.00
ALA	31.00

Blue Cross	6,647.00
Adrian J. Gladieux	5.00
Mutual Benefit Life	2,145.95
Summit Bank	240.00
FICA	6,674.62
Summit Health	1,054.40
Susan E. Pallone	5.67
Hector Garcia	125.00
Grueninger Travel	1,076.00
Steven Fortriede	16.66
U.S. Postal Service	1,000.00
Sheraton Palace	385.10
Charlene Holly	72.92
Luana K. Stanley	67.93
Summit Bank	794.00
Arta Johnson	100.00
U.S. Postal Service	68.96
IESD	1,008.00
Summit Bank	702.00
L. K. Stanley	78.81
C. B. Schlatter	30.50
Cindy Woodruff	9.45
FICA	6,721.54
U.S. Postal Service	10.01
ALA	375.00
Prince George's County Library	10.00
Holiday Inn	64.82
Rick J. Ashton	96.63
Dilgard Foods	18.18
Professional Meeting Management	240.00
Summit Bank	1,000.00

8. Preliminary presentation of 1985 operating budget proposal.

9. Adoption of a date for Board of Library Trustees budget work session.

10. Other business.

11. Adjournment.

Following adjournment: A presentation by Donald Fisher, Waynedale Branch Library Manager, concerning merchandising efforts at the Waynedale Branch Library.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

28 JUNE 1984

The Board of Library Trustees of the Allen County Public Library met at the Waynedale Branch Library at 3:00 p.m. on Thursday 28 June 1984. Members present: Zohrab Tazian, Rae Gates, Mary Koehlinger, James Ganaway, Alan McMahan. Members absent: Lu Ann Beaman, Patricia Beers. Mr. Tazian presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the minutes of the 24 May 1984 regular Board meeting. The Board approved the minutes as circulated.
3. Reception of the financial report. The Board received the extensive financial report, including fund balance summary, operating fund expenditures through 31 May, and miscellaneous income summary, as distributed.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. American Library Association Conference. Five staff members attended the Conference in Dallas, Texas. The Friends of the Allen County Public Library provided a gift of $2,000 to help make this travel possible. Staff members had a great variety of opportunities for sessions on library technical and policy matters, visits with automation vendors, and evaluation of planning and output measures currently in use at the Allen County Public Library.
   b. Library use through 31 May 1984. After five months, the Library has circulated 918,815 items. This total represents a 6.3% increase, system-wide, over the same period in 1983. Main Library circulation is up 7.1%. Branch and Bookmobile circulation is up 5.7%. The circulation leader is the Waynedale Branch Library, whose circulation at the end of May was up 23.1% over the previous year.

c. Recent Library programs. A program on German family history during the Fort Wayne Germanfest attracted an audience of 400 persons. The many other programs were described with use of promotional printed materials. Attendance at and participation in portions of the Children's and Young Adults' Summer Reading Program are quite satisfactory.

d. Indiana State Library Statistics. The Board reviewed the statistics for the larger public libraries in the state, for calendar 1983.

e. Main Library air conditioning repairs. After the bid opening on 4 June, the contract was awarded to Johnson Controls, for installation of one rebuilt Chiller motor at a cost of $15,386.00. Arrival and installation of the motor has proceeded without special difficulty and installation is expected to be complete on Monday 2 July. The second Chiller motor, thought to be experiencing some difficulties, has been analyzed as extensively as possible without disassembly and found to be operating within specfications. It will be thoroughly examined at the end of the cooling season for possible preventive maintenance action.

f. Volunteer Recognition Night. The Friends of the Allen County Public Library sponsored a program on 19 June at which 80 were present to receive certificates, mugs, and pins and recognition for their contributions to the Library. With limited record keeping, the Library is able to establish that over 13,000 hours of labor of all kinds were donated to the Library in the past year. This represents a gift of more than $100,000. As Cathy Arnoldy becomes more involved in the Volunteer Program, we expect that this important component of Library support will expand.

g. Other. None.

5. Approval of a resolution authorizing respondents to inquiries from Public Employees Retirement Fund. The Board approved the resolution as approved.

6. Approval of the following salaried appointments:

Alan Gaines	Circulation Services, #452 Courier	Grade 3	$ 9,954.46
Sherri Mrozowski	Business and Technology, #301 Librarian	Grade E	16,205.28
Rosfelt Rowe, III	Telecommunication Center, #380 Manager	Grade 7	20,257.66

The Board approved the appointments as proposed.

7. Approval of payment of bills. Dr. Ashton certified that all the claims presented were true and correct and supported by itemized invoices or other equivalent documentation. The Board approved payment of the following bills:

Accounts payable checks - June 30	$187,178.94
Computerland	60.00
Rick J. Ashton	10.50
Kay Lynn Isca	5.55
Ft. Wayne National Bank (FWNB)	11,875.00
Ft. Wayne National Bank (FWNB)	900,000.00
Padgett-Thompson	83.00
Summit Bank	258.00
American Library Association (ALA)	120.00
ALA	31.00
Blue Cross	6,647.00
Adrian J. Gladieux	5.00
Mutual Benefit Life	2,145.95
Summit Bank	240.00
FICA	6,674.62
Summit Health	1,054.40
Susan E. Pallone	5.67
Hector Garcia	125.00
Grueninger Travel	1,076.00
Steven Fortriede	16.66
U.S. Postal Service	1,000.00
Sheraton Palace	385.10
Charlene Holly	72.92
Luana K. Stanley	67.93
Summit Bank	794.00
Arta Johnson	100.00
U.S. Postal Service	68.96
IESD	1,008.00

Summit Bank	702.00
L. K. Stanley	78.81
C. B. Schlatter	30.50
Cindy Woodruff	9.45
FICA	6,721.54
U. S. Postal Service	10.01
ALA	375.00
Prince George's County Library	10.00
Holiday Inn	64.82
Rick J. Ashton	96.63
Dilgard Foods	18.18
Professional Meeting Management	240.00
Summit Bank	1,000.00

8. Preliminary presentation of 1985 operating budget proposal. Dr. Ashton and Mr. Lehman presented the preliminary proposal.

9. Adoption of a date for Board of Library Trustees budget work session. The Board adopted a time of 12:00 Noon to 2:00 p.m. on Tuesday 10 July 1984 in the Board Room of the Main Library. Further notification of this meeting will be distributed.

10. Other business. None

11. Adjournment. The Board adjourned.

Following adjournment, Donald Fisher, Waynedale Branch Library Manager, showed the Board some of the successful merchandising efforts and results which the Waynedale Branch Library has undertaken, with dramatic circulation increases as the result.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Approval of Resolution

RESOLUTION AUTHORIZING INDIVIDUALS TO RESPOND TO INQUIRIES FROM PUBLIC EMPLOYEES RETIREMENT FUND

The Public Employees Retirement Fund has requested that governing bodies of all member employers officially grant authority to specifically named individuals to respond to PERF inquiries concerning employee length of service and related matters.

In compliance with this request, the following resolution is proposed: The Board of Trustees of the Allen County Public Library hereby authorizes Charlene P. Holly, Personnel Manager; Douglas M. Lehman, Financial Manager; and Rick J. Ashton, Director as the individuals authorized to respond to Public Employees Retirement Fund inquiries concerning creditable service of employees and other related matters.

This resolution will be communicated to the appropriate offices at PERF.

STATE OF INDIANA

INDIANAPOLIS, 46204

PUBLIC EMPLOYEES' RETIREMENT FUND

Suite 800 Harrison Building
143 West Market Street
317-232-1615

June 14, 1984

Ft. Wayne-Allen County
Public Library
900 Webster
Ft. Wayne, IN 46802

Account number 410

The following letter was sent to you in late 1982. While we have had a satisfactory response from many units, to date we have had no response from your governing body.

"TO ALL PERF EMPLOYERS: It has been our practice to verify the number of years of creditable service for an employee with their employer. The response we receive can create considerable pension liability and cost for the employer. In the past we have accepted a response without really knowing if the individual responding has the authority to do so. It seems unwise to continue with this procedure.

We therefore, are asking each employer, by action of its governing body, to authorize an individual(s) to respond to such inquiries. In the future we will accept a response only from an individual who has been previously authorized. (In the case of elected governmental positions, the position rather than the individual may be authorized.)

A resolution by your governing authority is the only acceptable means of granting such authority. We therefore, request your Board to keep on file with us a copy of their minutes covering such a resolution. No response concerning creditable service will be accepted from any other person.

We are aware this will take some effort, particularly as changes occur, but the new procedure is the only practical way to protect employers from unknowingly assuming pension liabilities."

Please be aware that after September 1, 1984 no further retirement applications can be processed for members of your unit unless the resolution is in our hands.

Sincerely,

L. H. Earle II

L. H. Earle, II
Executive Secretary

FORM CS1

TO: PUBLIC EMPLOYES' RETIREMENT FUND
~~501 State Office Building~~
Indianapolis, Indiana ~~46204~~

Suite 800 Harrison Building
143 West Market Street
Indianapolis, IN 46204

SUBJECT: CERTIFICATION OF CREDITABLE SERVICE

In accordance with your request this is to certify that _____,
(Name of Employee)

Social Security #_____ _____ _____, PERF #_____, was an

employee of_____
(Department, Institution or Unit)

for the following periods of employment:

Date of Employment			Termination Date		
(Month)	(Day)	(Year)	(Month)	(Day)	(Year)
(Month)	(Day)	(Year)	(Month)	(Day)	(Year)
(Month)	(Day)	(Year)	(Month)	(Day)	(Year)
(Month)	(Day)	(Year)	(Month)	(Day)	(Year)

If employment was one continuous period, only the first line should be completed. However, if the above person had interrupted employment with your department, it is important to list the different periods of employment.

_____
(Administration Head of Department,
Institution or Unit)

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

2 July 1984

Mr. L. H. Earle, II
Executive Secretary
Public Employees' Retirement Fund
Suite 800
Harrison Building
143 West Market Street
Indianapolis, Indiana 46204

Dear Mr. Earle:

At its regular Board meeting on 28 June 1984, the Board of Library Trustees of the Allen County Public Library adopted the following resolution:

"The Board of Library Trustees hereby authorizes Charlene P. Holly, Personnel Manager; Douglas M. Lehman, Financial Manager; and Rick J. Ashton, Director, as the individuals authorized to respond to Public Employees' Retirement Fund inquiries concerning creditable service of present and former employees and other related matters."

I hope that this resolution will provide satisfactory compliance with your request of 14 June.

Sincerely,

Rick J. Ashton
Director

cc: file
Board of Library Trustees Meeting 28 June 1984 minutes
Charlene P. Holly
Douglas M. Lehman

RJA:kws

ACPL
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Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Receive Proposal

PRELIMINARY PROPOSAL FOR 1985 OPERATING BUDGET

The attached document represents the work of the staff up to the present time, showing changes in amounts from the 1984 to 1985 budget. Each line item carries a percentage change. Additional explanation of assumptions and information will be shared with the Board at the work session.

Possible budgetary revision on the income side may take place in the next two weeks, depending upon the timeliness of information which is required from the County Auditor's Office. In addition, we are closely analyzing all miscellaneous revenue items in order to develop greater confidence in the income side of the budget.

In its present state, the budget provides for a 6% salary increase for all employees, a small increase in the overall size of the staff, and tight control in the areas of supplies and outside services and charges. Equipment purchasing is kept to a modest level, and strong support is given to the lines for books and other Library materials.

We will be glad to answer questions and develop additional information during the period of intense work on the budget during the next month.

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH MAY 31, 1984

S/A	DESCRIPTION	BUDGET	JAN	%	FEB	%	MAR	%	APR	%
111	SALARY-DIRECTOR	48,350	3,719.22	7.69	3,719.22	7.69	3,719.22	7.69	3,719.22	7.69
112	SALARY OF ASSISTANTS	2,385,680	173,171.30	7.26	177,531.34	7.44	178,848.15	7.50	175,740.24	7.37
114	WAGES OF JANITORS	130,086	9,453.94	7.27	10,020.06	7.70	10,971.49	8.43	10,492.64	8.07
110	SALARIES AND WAGES	2,564,116	186,344.46	7.27	191,270.62	7.46	193,538.86	7.55	189,952.10	7.41
121	FICA	179,488	25,504.96	14.21	13,441.78	7.49	13,476.64	7.51	20,073.33	11.18
122	UNEMPLOYMENT COMPENSATION	40,000	1,397.00	3.49	1,625.81	4.06	962.00	2.41	1,140.00	2.85
123	PERF	83,580	14,801.68	17.71	0.00	0.00	0.00	0.00	17,431.82	20.86
124	GROUP INSURANCE	129,000	4,067.60	3.15	9,948.82	7.71	10,000.96	7.75	16,899.97	13.10
120	EMPLOYEE BENEFITS	432,068	45,771.24	10.59	25,016.41	5.79	24,439.60	5.66	55,545.12	12.86
100	PERSONAL SERVICES	2,996,184	232,115.70	7.75	216,287.03	7.22	217,978.46	7.28	245,497.22	8.19
211	OFFICIAL RECORDS	350	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212	PROMOTIONAL/PRINTING	14,000	1,465.68	10.47	1,597.43	11.41	2,321.27	16.58	3,013.70	21.53
213	OTHER OFFICE SUPPLIES	15,000	331.82	2.21	1,603.88	10.69	1,300.17	8.67	891.05	5.94
210	OFFICE SUPPLIES	29,350	1,797.50	6.12	3,201.31	10.91	3,621.44	12.34	3,904.75	13.30
221	CLEANING SUPPLIES	35,000	1,520.50	4.34	1,054.50	3.01	498.66	1.42	271.95	0.78
222	FUEL, OIL AND LUBRICANTS	40,000	9,118.74	22.80	3,638.55	9.10	1,552.36	3.88	2,825.48	7.06
223	OTHER OPERATING SUPPLIES	71,000	402.86	0.57	6,109.27	8.60	5,389.08	7.59	5,025.23	7.08
220	OPERATING SUPPLIES	146,000	11,042.10	7.56	10,802.32	7.40	7,440.10	5.10	8,122.66	5.56
231	BUILDING SUPPLIES	8,000	6,411.58	80.14	4,663.47	58.29	8,458.65	105.73	7,049.95	88.12
233	REPAIR PARTS & SUPPLIES	10,000	1,348.84	13.49	477.37	4.77	1,727.06	17.27	1,039.59	10.40
234	OTHER MAINT SUPPLIES	5,650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	REPAIR/MAINT SUPPLIES	23,650	7,760.42	32.81	5,140.84	21.74	10,185.71	43.07	8,089.54	34.21
241	VIDEOTAPE	14,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240	OTHER SUPPLIES	14,000	0.00	0.00		0.00		0.00		0.00
200	SUPPLIES	213,000	20,600.02	9.67	19,144.47	8.99	21,247.25	9.98	20,116.95	9.44
311	CONSULTING SERVICES	11,000	1,107.26	10.07	4,613.61	41.94	7,401.28	67.28	3,531.34	32.10
312	BUILDING SERVICES	10,000	0.00	0.00	0.00	0.00	300.00	3.00	0.00	0.00
313	LEGAL SERVICES	40,000	149.50	0.37	0.00	0.00	201.50	0.50	84.50	0.21
314	OTHER PROFESSL SERVICES	6,500	0.00	0.00	0.00	0.00	587.86	9.04	65.00	1.00
310	PROFESSIONAL SERVICES	31,500	1,256.76	3.99	4,613.61	14.65	8,490.64	26.95	3,680.84	11.69
321	TELECOMMUNICATIONS	62,000	1,821.03	2.94	2,469.24	3.98	3,766.08	6.07	3,716.22	5.99
322	POSTAGE	35,000	6,160.72	17.60	174.79	0.50	709.54	2.03	6,304.87	18.01
323	TRAVELING EXPENSE	10,000	867.27	8.67	12.00	0.12	1,785.23	17.85	153.18	1.53
324	TRAINING & DEVELOPMENT	9,000	80.00	0.89	240.50	2.67	550.00	6.11	549.50	6.11
325	FREIGHT AND PARCEL	1,000	348.60	34.86	49.01	4.90	0.00	0.00	5.00	0.50
320	COMMUNICATION/TRANSPORT	117,000	9,277.62	7.93	2,945.54	2.52	6,810.85	5.82	10,728.77	9.17
331	ADVERTISING/PUBLICATION	2,200	55.24	2.51	0.00	0.00	117.96	5.36	34.50	1.57
332	PRINTING-OUTSIDE VENDORS	1,500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	PRINTING & ADVERTISING	3,700	55.24	1.49	0.00	0.00	117.96	3.19	34.50	0.93
341	OFFICIAL BONDS	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
342	INSURANCE	34,000	0.00	0.00	6,997.00	20.58	(6,634.00)	(19.51)	0.00	0.00
340	TOTAL INSURANCE	34,100	0.00	0.00	6,997.00	20.52	(6,634.00)	(19.45)	0.00	0.00

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH MAY 31, 1984

S/A	DESCRIPTION	BUDGET	JAN	%	FEB	%	MAR	%	APR	%
351	UTILITIES-NATURAL GAS	99,000	10,024.98	10.13	10,097.56	10.20	2,439.49	2.46	18,088.50	18.27
352	UTILITIES-ELECTRIC	269,000	19,291.91	7.17	19,462.59	7.24	19,923.76	7.41	19,379.55	7.20
353	UTILITIES-WATER	6,000	353.21	5.89	315.53	5.26	10.10	0.17	657.70	10.96
354	WASTE DISPOSAL SERVICES	8,000	398.87	4.99	218.37	2.73	458.71	5.73	636.60	7.96
350	UTILITY SERVICES	382,000	30,068.97	7.87	30,094.05	7.88	22,832.06	5.98	38,762.35	10.15
361	BUILDINGS-REPAIR/MAINT	107,000	5,492.90	5.13	3,834.56	3.58	21,461.92	20.06	5,571.50	5.21
362	EQUIPMENT-REPAIR/MAINT	100,000	7,890.47	7.89	4,732.41	4.73	4,589.39	4.59	15,156.89	15.16
360	REPAIRS & MAINTENANCE	207,000	13,383.37	6.47	8,566.97	4.14	26,051.31	12.59	20,728.39	10.01
371	BUILDING RENTAL	3,000	200.00	6.67	200.00	6.67	200.00	6.67	200.00	6.67
372	EQUIPMENT RENTAL	21,000	1,669.22	7.95	442.78	2.11	1,289.83	6.14	1,650.54	7.86
370	RENTALS	24,000	1,869.22	7.79	642.78	2.68	1,489.83	6.21	1,850.54	7.71
391	DUES & MEMBERSHIPS	4,000	0.00	0.00	115.00	2.88	150.00	3.75	10.00	0.25
392	INTEREST-TEMPORARY LOANS	42,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394	TRANSFER TO LIRF	117,481	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
395	BINDERY SERVICES	42,000	1,372.21	3.27	655.46	1.56	1,632.37	3.89	2,342.03	5.58
396	COMPUTER SERVICES	76,000	2,458.15	3.23	1,710.60	2.25	1,394.60	1.84	1,991.84	2.62
397	PHOTOGRAPHIC SERVICES	4,000	24.84	0.62	70.09	1.75	15.04	0.38	36.07	0.90
398	PROPERTY TAXES	2,519	0.00	0.00	0.00	0.00		0.00	0.00	0.00
390	OTHER SERVICES	288,000	3,855.20	1.34	2,551.15	0.89	3,192.01	1.11	4,379.94	1.52
300	OTHER SERVICES & CHARGES	1,087,300	59,766.38	5.50	56,411.10	5.19	62,350.66	5.73	80,165.33	7.37
440	FURNITURE AND EQUIPMENT	100,700	1,245.66	1.24	1,517.67	1.51	8,307.08	8.25	7,220.49	7.17
451	BOOKS	668,500	32,972.81	4.93	37,772.53	5.65	45,742.04	6.84	55,023.04	8.23
452	PERIODICALS/NEWSPAPERS	181,450	7,698.20	4.24	4,274.48	2.36	2,978.35	1.64	5,372.59	2.96
453	NONPRINTED MATERIALS	105,050	7,331.09	6.98	2,805.72	2.67	5,255.55	5.00	5,514.80	5.25
450	OTHER CAPITAL OUTLAYS	955,000	48,002.10	5.03	44,852.73	4.70	53,975.94	5.65	65,910.43	6.90
400	CAPITAL OUTLAYS	1,055,700	49,247.76	4.66	46,370.40	4.39	62,283.02	5.90	73,130.92	6.93
901	TOTAL OPERATING FUND	5,352,184	361,729.86	6.76	338,213.00	6.32	363,859.39	6.80	418,910.42	7.83

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH MAY 31, 1984

S/A	DESCRIPTION	BUDGET	MAY	%	YTD	%	BALANCE	%	ENCUM-5/31	%
111	SALARY-DIRECTOR	48,350	3,719.22	7.69	18,596.10	38.46	29,753.90	61.54	2,523.49	5.22
112	SALARY OF ASSISTANTS	2,385,680	173,732.44	7.28	879,023.47	36.85	1,506,656.53	63.15	117,877.46	4.94
114	WAGES OF JANITORS	130,086	10,817.12	8.32	51,755.25	39.79	78,330.75	60.21	7,339.42	5.64
110	SALARIES AND WAGES	2,564,116	188,268.78	7.34	949,374.82	37.03	1,614,741.18	62.97	127,740.37	4.98
121	FICA	179,488	6,589.35	3.67	79,086.06	44.06	100,401.94	55.94	15,616.45	8.70
122	UNEMPLOYMENT COMPENSATION	40,000	1,176.38	2.94	6,301.19	15.75	33,698.81	84.25	1,008.00	2.52
123	PERF	83,580	0.00	0.00	32,233.50	38.57	51,346.50	61.43	15,747.84	18.84
124	GROUP INSURANCE	129,000	3,218.27	2.49	44,135.62	34.21	84,864.38	65.79	4,490.65	3.48
120	EMPLOYEE BENEFITS	432,068	10,984.00	2.54	161,756.37	37.44	270,311.63	62.56	36,862.94	8.53
100	PERSONAL SERVICES	2,996,184	199,252.78	6.65	1,111,131.19	37.08	1,885,052.81	62.92	164,603.31	5.49
211	OFFICIAL RECORDS	350	0.00	0.00	0.00	0.00	350.00	100.00	0.00	0.00
212	PROMOTIONAL/PRINTING	14,000	983.70	7.03	9,381.78	67.01	4,618.22	32.99	2,118.19	15.13
213	OTHER OFFICE SUPPLIES	15,000	1,047.90	6.99	5,174.82	34.50	9,825.18	65.50	174.00	1.16
210	OFFICE SUPPLIES	29,350	2,031.60	6.92	14,556.60	49.60	14,793.40	50.40	2,292.19	7.81
221	CLEANING SUPPLIES	35,000	455.85	1.30	3,801.46	10.86	31,198.54	89.14	561.01	1.60
222	FUEL, OIL AND LUBRICANTS	40,000	1,526.54	3.82	18,661.67	46.65	21,338.33	53.35	0.00	0.00
223	OTHER OPERATING SUPPLIES	71,000	13,866.45	19.53	30,792.89	43.37	40,207.11	56.63	20,772.23	29.26
220	OPERATING SUPPLIES	146,000	15,848.84	10.86	53,256.02	36.48	92,743.98	63.52	21,333.24	14.61
231	BUILDING SUPPLIES	8,000	3,865.84	48.32	30,449.49	380.62	(22,449.49)	(280.62)	6,111.74	76.40
233	REPAIR PARTS & SUPPLIES	10,000	4,361.99	43.62	8,954.85	89.55	1,045.15	10.45	39.30	0.39
234	OTHER MAINT SUPPLIES	5,650	26.04	0.46	26.04	0.46	5,623.96	99.54	0.00	0.00
230	REPAIR/MAINT SUPPLIES	23,650	8,253.87	34.90	39,430.38	166.72	(15,780.38)	(66.72)	6,151.04	26.01
241	VIDEOTAPE	14,000	0.00	0.00	0.00	0.00	14,000.00	100.00	0.00	0.00
240	OTHER SUPPLIES	14,000		0.00	0.00	0.00	14,000.00	100.00	0.00	0.00
200	SUPPLIES	213,000	26,134.31	12.27	107,243.00	50.35	105,757.00	49.65	29,776.47	13.98
311	CONSULTING SERVICES	11,000	1,394.62	12.68	18,048.11	164.07	(7,048.11)	(64.07)	0.00	0.00
312	BUILDING SERVICES	10,000	840.00	8.40	1,140.00	11.40	8,860.00	88.60	0.00	0.00
313	LEGAL SERVICES	40,000	162.50	0.41	598.00	1.50	39,402.00	98.51	0.00	0.00
314	OTHER PROFESSL SERVICES	6,500	1,238.72	19.06	1,891.58	29.10	4,608.42	70.90	0.00	0.00
310	PROFESSIONAL SERVICES	31,500	3,635.84	11.54	21,677.69	68.82	45,822.31	31.18	0.00	0.00
321	TELECOMMUNICATIONS	62,000	4,242.26	6.84	16,014.83	25.83	45,985.17	74.17	0.00	0.00
322	POSTAGE	35,000	180.53	0.52	13,530.45	38.66	21,469.55	61.34	0.00	0.00
323	TRAVELING EXPENSE	10,000	676.04	6.76	3,493.72	34.94	6,506.28	65.06	3,123.80	31.24
324	TRAINING & DEVELOPMENT	9,000	758.00	8.42	2,178.00	24.20	6,822.00	75.80	0.00	0.00
325	FREIGHT AND PARCEL	1,000	0.00	0.00	402.61	40.26	597.39	59.74	0.00	0.00
320	COMMUNICATION/TRANSPORT	117,000	5,856.83	5.01	35,619.61	30.44	81,380.39	69.56	3,123.80	2.67
331	ADVERTISING/PUBLICATION	2,200	167.24	7.60	374.94	17.04	1,825.06	82.96	0.00	0.00
332	PRINTING-OUTSIDE VENDORS	1,500	0.00	0.00	0.00	0.00	1,500.00	100.00	541.55	36.10
330	PRINTING & ADVERTISING	3,700	167.24	4.52	374.94	10.13	3,325.06	89.87	541.55	14.64
341	OFFICIAL BONDS	100	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00
342	INSURANCE	34,000	0.00	0.00	363.00	1.07	33,637.00	98.93	0.00	0.00
340	TOTAL INSURANCE	34,100	0.00	0.00	363.00	1.06	33,737.00	98.94	0.00	0.00

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH MAY 31, 1984

S/A	DESCRIPTION	BUDGET	MAY	%	YTD	%	BALANCE	%	ENCUM-5/31	%
351	UTILITIES-NATURAL GAS	99,000	7,070.56	7.14	47,721.09	48.20	51,278.91	51.80	0.00	0.00
352	UTILITIES-ELECTRIC	269,000	19,200.76	7.14	97,258.57	36.16	171,741.43	63.84	0.00	0.00
353	UTILITIES-WATER	6,000	308.49	5.14	1,645.03	27.42	4,354.97	72.58	0.00	0.00
354	WASTE DISPOSAL SERVICES	8,000	428.32	5.35	2,140.87	26.76	5,859.13	73.24	0.00	0.00
350	UTILITY SERVICES	382,000	27,008.13	7.07	148,765.56	38.94	233,234.44	61.06	0.00	0.00
361	BUILDINGS-REPAIR/MAINT	107,000	8,565.06	8.00	44,925.94	41.99	62,074.06	58.01	442.77	0.41
362	EQUIPMENT-REPAIR/MAINT	100,000	7,937.11	7.94	40,306.27	40.31	59,693.73	59.69	0.00	0.00
360	REPAIRS & MAINTENANCE	207,000	16,502.17	7.97	85,232.21	41.17	121,767.79	58.83	442.77	0.21
371	BUILDING RENTAL	3,000	200.00	6.67	1,000.00	33.33	2,000.00	66.67	0.00	0.00
372	EQUIPMENT RENTAL	21,000	569.08	2.71	5,621.45	26.77	15,378.55	73.23	0.00	0.00
370	RENTALS	24,000	769.08	3.20	6,621.45	27.59	17,378.55	72.41	0.00	0.00
391	DUES & MEMBERSHIPS	4,000	0.00	0.00	275.00	6.88	3,725.00	93.13	0.00	0.00
392	INTEREST-TEMPORARY LOANS	42,000	11,875.00	28.27	11,875.00	28.27	30,125.00	71.73	0.00	0.00
394	TRANSFER TO LIRF	117,481	0.00	0.00	0.00	0.00	117,481.00	100.00	0.00	0.00
395	BINDERY SERVICES	42,000	1,652.94	3.94	7,655.01	18.23	34,344.99	81.77	0.00	0.00
396	COMPUTER SERVICES	76,000	2,552.96	3.36	10,108.15	13.30	65,891.85	86.70	3,175.00	4.18
397	PHOTOGRAPHIC SERVICES	4,000	78.93	1.97	224.97	5.62	3,775.03	94.38	0.00	0.00
398	PROPERTY TAXES	2,519	1,259.05	49.98	1,259.05	49.98	1,259.95	50.02	0.00	0.00
390	OTHER SERVICES	288,000	17,418.88	6.05	31,397.18	10.90	256,602.82	89.10	3,175.00	1.10
300	OTHER SERVICES & CHARGES	1,087,300	71,358.17	6.56	330,051.64	30.36	793,248.36	69.64	7,283.12	0.67
440	FURNITURE AND EQUIPMENT	100,700	30,256.74	30.05	48,547.64	48.21	52,152.36	51.79	9,727.26	9.66
451	BOOKS	668,500	42,945.46	6.42	214,455.88	32.08	454,044.12	67.92	117,257.24	17.54
452	PERIODICALS/NEWSPAPERS	181,450	12,560.10	6.92	32,883.72	18.12	148,566.28	81.88	0.00	0.00
453	NONPRINTED MATERIALS	105,050	12,132.15	11.55	33,039.31	31.45	72,010.69	68.55	5,223.33	4.97
450	OTHER CAPITAL OUTLAYS	955,000	67,637.71	7.08	280,378.91	29.36	674,621.09	70.64	122,480.57	12.83
400	CAPITAL OUTLAYS	1,055,700	97,894.45	9.27	328,926.55	31.16	726,773.45	68.84	132,207.83	12.52
901	TOTAL OPERATING FUND	5,352,184	394,639.71	7.37	1,877,352.38	35.08	3,510,831.62	64.92	333,870.73	6.24

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH MAY 31, 1984

S/A	DESCRIPTION	BUDGET	UNEMC BAL	%
111	SALARY-DIRECTOR	48,350	27,230.41	56.32
112	SALARY OF ASSISTANTS	2,385,680	1,388,779.07	58.21
114	WAGES OF JANITORS	130,086	70,991.33	54.57
110	SALARIES AND WAGES	2,564,116	1,487,000.81	57.99
121	FICA	179,488	84,785.49	47.24
122	UNEMPLOYMENT COMPENSATION	40,000	32,690.81	81.73
123	PERF	83,580	35,598.66	42.59
124	GROUP INSURANCE	129,000	80,373.73	62.31
120	EMPLOYEE BENEFITS	432,068	233,448.69	54.03
100	PERSONAL SERVICES	2,996,184	1,720,449.50	57.42
211	OFFICIAL RECORDS	350	350.00	100.00
212	PROMOTIONAL/PRINTING	14,000	2,500.03	17.86
213	OTHER OFFICE SUPPLIES	15,000	9,651.18	64.34
210	OFFICE SUPPLIES	29,350	12,501.21	42.59
221	CLEANING SUPPLIES	35,000	30,637.53	87.54
222	FUEL, OIL AND LUBRICANTS	40,000	21,338.33	53.35
223	OTHER OPERATING SUPPLIES	71,000	19,434.88	27.37
220	OPERATING SUPPLIES	146,000	71,410.74	48.91
231	BUILDING SUPPLIES	8,000	(28,561.23)	(357.02)
233	REPAIR PARTS & SUPPLIES	10,000	1,005.85	10.06
234	OTHER MAINT SUPPLIES	5,650	5,623.96	99.54
230	REPAIR/MAINT SUPPLIES	23,650	(21,931.42)	(92.73)
241	VIDEOTAPE	14,000	14,000.00	100.00
240	OTHER SUPPLIES	14,000	14,000.00	100.00
200	SUPPLIES	213,000	75,980.53	35.67
311	CONSULTING SERVICES	11,000	(7,048.11)	(64.07)
312	BUILDING SERVICES	10,000	8,860.00	88.60
313	LEGAL SERVICES	40,000	39,402.00	98.51
314	OTHER PROFESSL SERVICES	6,500	4,608.42	70.90
310	PROFESSIONAL SERVICES	31,500	45,822.31	31.18
321	TELECOMMUNICATIONS	62,000	45,985.17	74.17
322	POSTAGE	35,000	21,469.55	61.34
323	TRAVELING EXPENSE	10,000	3,382.48	33.82
324	TRAINING & DEVELOPMENT	9,000	6,822.00	75.80
325	FREIGHT AND PARCEL	1,000	597.39	59.74
320	COMMUNICATION/TRANSPORT	117,000	78,256.59	66.89
331	ADVERTISING/PUBLICATION	2,200	1,825.06	82.96
332	PRINTING-OUTSIDE VENDORS	1,500	958.45	63.90
330	PRINTING & ADVERTISING	3,700	2,783.51	75.23
341	OFFICIAL BONDS	100	100.00	100.00
342	INSURANCE	34,000	33,637.00	98.93
340	TOTAL INSURANCE	34,100	33,737.00	98.94

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH MAY 31, 1984

S/A	DESCRIPTION	BUDGET	UNEMC BAL	%
351	UTILITIES-NATURAL GAS	99,000	51,278.91	51.80
352	UTILITIES-ELECTRIC	269,000	171,741.43	63.84
353	UTILITIES-WATER	6,000	4,354.97	72.58
354	WASTE DISPOSAL SERVICES	8,000	5,859.13	73.24
350	UTILITY SERVICES	382,000	233,234.44	61.06
361	BUILDINGS-REPAIR/MAINT	107,000	61,631.29	57.60
362	EQUIPMENT-REPAIR/MAINT	100,000	59,693.73	59.69
360	REPAIRS & MAINTENANCE	207,000	121,325.02	58.61
371	BUILDING RENTAL	3,000	2,000.00	66.67
372	EQUIPMENT RENTAL	21,000	15,378.55	73.23
370	RENTALS	24,000	17,378.55	72.41
391	DUES & MEMBERSHIPS	4,000	3,725.00	93.13
392	INTEREST-TEMPORARY LOANS	42,000	30,125.00	71.73
394	TRANSFER TO LIRF	117,481	117,481.00	100.00
395	BINDERY SERVICES	42,000	34,344.99	81.77
396	COMPUTER SERVICES	76,000	62,716.85	82.52
397	PHOTOGRAPHIC SERVICES	4,000	3,775.03	94.38
398	PROPERTY TAXES	2,519	1,259.95	50.02
390	OTHER SERVICES	288,000	253,427.82	88.00
300	OTHER SERVICES & CHARGES	1,087,300	785,965.24	68.98
440	FURNITURE AND EQUIPMENT	100,700	42,425.10	42.13
451	BOOKS	668,500	336,786.88	50.38
452	PERIODICALS/NEWSPAPERS	181,450	148,566.28	81.88
453	NONPRINTED MATERIALS	105,050	66,787.36	63.58
450	OTHER CAPITAL OUTLAYS	955,000	552,140.52	57.82
400	CAPITAL OUTLAYS	1,055,700	594,565.62	56.32
901	TOTAL OPERATING FUND	5,352,184	3,176,960.89	58.69

BILL/COIN CHANGER FUND--1984

DATE-1984	AMOUNT	CHECK NO	DEPOSIT	BALANCE	CASH AUDIT DIFFERENCE	COMMENT
FEB 14	$196.00	188		$196.00		
FEB 14	$1,500.00	CASH		$1,696.00		
FEB 21			$248.60	$1,447.40		
FEB 22	$40.00	CASH		$1,487.40		
FEB 23			$122.00	$1,365.40		
FEB 24	$800.00	200	$396.00	$1,769.40		
FEB 28			$119.00	$1,650.40		
MAR 2	$1,400.00	210	$278.00	$2,772.40		
MAR 5			$450.75	$2,321.65		
MAR 7			$458.00	$1,863.65		
MAR 9			$166.00	$1,697.65		
MAR 12			$107.00	$1,590.65		
MAR 13			$326.00	$1,264.65		
MAR 14			$52.00	$1,212.65		
MAR 16	$1,200.00	241	$304.00	$2,108.65		
MAR 19			$87.00	$2,021.65		
MAR 20			$287.00	$1,734.65		
MAR 21			$91.00	$1,643.65		
MAR 22			$103.00	$1,540.65		
MAR 23	$850.00	259	$227.00	$2,163.65		
MAR 26			$131.00	$2,032.65		
MAR 27			$337.00	$1,695.65		
MAR 30	$1,100.00	270	$288.00	$2,507.65		
APR 2			$77.00	$2,430.65		
APR 3			$259.00	$2,171.65		
APR 4			$123.00	$2,048.65		
APR 5			$164.00	$1,884.65		
APR 6			$158.00	$1,726.65		
APR 9			$94.00	$1,632.65		
APR 10	$1,200.00	296	$298.00	$2,534.65		
APR 13			$514.00	$2,020.65		
APR 16			$94.00	$1,926.65		
APR 17			$388.00	$1,538.65		
APR 18	$1,300.00	312	$142.00	$2,696.65		
APR 20			$202.00	$2,494.65		
APR 23			$79.00	$2,415.65		
APR 26			$538.00	$1,877.65		
APR 27			$132.00	$1,745.65		
APR 30			$234.00	$1,511.65		
MAY 1	$1,500.00	343	$84.00	$2,927.65		
MAY 2			$137.00	$2,790.65		
MAY 3			$125.00	$2,665.65		
MAY 4			$121.00	$2,544.65		
MAY 7			$250.00	$2,294.65		
MAY 8			$170.00	$2,124.65		
MAY 9			$121.00	$2,003.65		
MAY 10			$101.00	$1,902.65		
MAY 11	$640.00	359	$103.00	$2,439.65		
MAY 12			$203.00	$2,336.65		
MAY 16			$182.00	$2,054.65		
MAY 17			$146.00	$1,908.65		
MAY 18	$692.00	374	$125.50	$2,475.15		

BILL/COIN CHANGER FUND--1984

DATE-1984	AMOUNT	CHECK NO	DEPOSIT	BALANCE	CASH AUDIT DIFFERENCE		COMMENT
MAY 21			$275.00	$2,200.15			
MAY 22			$116.00	$2,084.15			
MAY 23			$102.00	$1,982.15			
MAY 24			$63.00	$1,919.15			
MAY 25	$258.00	380	$110.00	$2,067.15			
MAY 29			$241.00	$1,826.15			
MAY 30			$109.00	$1,717.15			
MAY 31			$136.00	$1,581.15			
MAY 31			$126.05	$1,455.10			
MAY 31			$111.00	$1,344.10	$1,344.10	.00	FEB 15--CURRENCY DEPOSITED

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	21,000.00	0.89
10	5102	BOND-PROPERTY	0.00	0.00	0.00	29,000.00	100,000.00	129,000.00	5.44
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	150,000.00	6.33
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	199,000.00	8.39
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	1,796,000.00	75.75
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	1,995,000.00	84.15
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	2,145,000.00	90.47
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,625.95	8,924.73	42,071.75	1.77
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	39,504.76	1.67
13	5131	GRANTS	4,468.00	3,500.00	4,582.00	10,687.00	40,000.00	63,237.00	2.67
14	5141	PARKING LOTS	5,439.78	7,071.74	6,447.68	8,210.36	7,648.33	34,817.89	1.47
15	5151	RENT---TRI-ALSA	801.36	775.16	775.16	727.52	721.46	3,800.66	0.16
15	5152	RENT---SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	4,825.00	0.20
15	5153	RENT---OTHER	234.90	229.66	60.00	10.00	80.00	614.56	0.03
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	9,240.22	0.39
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	301.32	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	1,110.00	0.05
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,807.80	0.24
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	7,219.12	0.30
17	5171	INTEREST	5,880.31	2,693.49	5,023.91	6,111.41	7,788.08	27,497.20	1.16
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	480.00	0.02
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	235.80	0.01
19	5194	ACPL PUBLICATIONS	0.00	60.00	33.00	52.00	64.05	209.05	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	349.95	349.95	0.01
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	151.44	0.01
19	5198	LOST/DAMAGED MATERIALS	0.00	0.00	0.00	0.00	107.57	107.57	.00
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	44.73	.00
19	5201	INTERGOVERNMENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5300	OTHER INCOME	157.82	302.43	71.52	35.70	126.70	694.17	0.03
		TOTAL OTHER INCOME	243.24	362.43	220.90	207.32	758.82	1,792.71	0.08
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	225,860.65	9.53
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	694,701.04	1,576,635.90	2,370,860.65	100.00

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

23 July 1984

To: All Library Board Members

From: Rick Ashton RJA

Re: Monthly Board Meeting 26 July 1984

The Board of Library Trustees will meet at 3:00 p.m. on Thursday 26 July 1984 in the meeting room of the Pontiac Branch Library, 3304 Warsaw Street, Fort Wayne, 46806.

The major agenda items concern resolutions to advertise the budget, levy, and rate for the operating fund and bond fund for 1985. Other important agenda items include staff recommendations concerning automation consultant and branch program consultant contracts.

I look forward to seeing you at Pontiac on Thursday.

RJA:kws

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900 WEBSTER STREET
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MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
Thursday 26 July 1984
Pontiac Branch Library, 3304 Warsaw St., Ft. Wayne, IN 46806

1. Adoption of the Agenda.

2. Approval of the Minutes of the 28 June 1984 regular Board Meeting.

3. Reception of the 30 June 1984 financial report.

4. Report of the Director:
   a. Summer Reading Program progress report.
   b. Library use through 30 June.
   c. Information on Library Improvement Reserve Fund additional appropriation.
   d. Major upcoming business: property and casualty insurance package.
   e. Other.
5. Adoption of a resolution to advertise the budget, levy, and rate for the Library operating fund and bond and interest redemption fund for 1985.
6. Approval of staff recommendation concerning Library Automation Project consultant.
7. Approval of staff recommendation concerning Branch Program Development consultant.
8. Decision concerning renewal of Downtown Service Center lease.
9. Approval of joint promotional activity with Famous Amos chocolate chip cookie ice cream event.
10. Approval of the following salaried appointments:

Mark Anderson	Security Services Mgr. Grade 7, #520	$17,169.88
Linda Williams	Circulation Services desk shift leader, Grade 3, #446	9,954.46
Linda Michael	Circulation Services storage shift leader, Grade 2, #453.	9,260.16

11. Approval of payment of the following bills:

Date	Payee	Amount
6/30	Accounts payable	$180,077.44
6/27	Sweetcakes	150.00
6/28	Nicky Nahler	25.00
6/28	Kenneth Lauer	17.62
6/28	Aloha Travel	878.00
6/29	Luana K. Stanley	151.71
6/29	Blue Cross	6,466.00
6/29	Katherine Smith	10.41
6/30	Monroeville Water	79.61
7/2	Mutual Benefit Life	2,102.85
7/3	FICA	7,037.03
7/3	Paul Deane, Jr.	43.60
7/5	Joanna Strode	115.80
7/5	Paul Deane, Jr.	211.23
7/5	Jeannette Roembke	1.79
7/5	Gail Milne	14.60
7/10	Douglas M. Lehman	90.25

Date	Payee	Amount
7/10	Paul Deane, Jr.	$ 269.00
7/10	Rhonda Berghoff	13.95
7/11	PERF	20,837.17
7/13	Michael B. Clegg	40.19
7/13	Summit Health	1,171.72
7/13	Indiana Employment Security Division	563.00
7/13	Ramada Hotel	785.67
7/16	Becky Shaw	13.47
7/16	Margaret Braden	2.63
7/16	Cindy Woodruff	5.64
7/16	U. S. Post Office	5,000.00
7/17	FICA	7,390.95
7/18	Rick Ashton	123.09
7/19	Margaret Braden	12.50
7/19	McDonald's	50.00

12. Other business.
13. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

26 JULY 1984

The Board of Library Trustees of the Allen County Public Library met in regular monthly session at the Pontiac Branch Library at 3:00 p.m. on Thursday 26 July 1984. Members present: Zohrab Tazian, Mary Koehlinger, Patricia Beers, LuAnn Beaman. Members absent: Rae Gates, James Ganaway, Alan McMahan. Mr. Tazian presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the minutes of the 28 June 1984 regular Board meeting. The Board approved the minutes as circulated.
3. Reception of the 30 June 1984 financial report. The Board received the report as presented.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. Summer Reading Program progress report. Over 7300 children have enrolled in the children's portion of the program, and approximately 800 teenagers have enrolled in the young adults' portion of the program. These figures are substantial increases over 1983. Final figures will be available at the August Board meeting. The impact of the Summer Reading Program has been dramatically increased program participation and Library facilities and services use, but circulation increases have not been dramatic this year.
   b. Library use through 30 June. Total circulation for the six months is 1,163,888 items, an increase of 5.2% over the same period in 1983. The number of reference and information questions answered is 144,132, a 24% increase over last year. Program attendance was 40,180, an increase of 13% over the same period in 1983. 161,127 residents of Allen County, approximately 55% of the population held Library cards. On an annualized

basis, the Library has circulated 7.91 items per capita to all the people in Allen County during the first six months of the year.

c. Information on Library Improvement Reserve Fund additional appropriation. The Board approved advertising for an additional appropriation to pay for emergency air conditioning repairs at the Main Library, at its May meeting. The advertising was done appropriately, but staff failed to place the item on the agenda for the June Board meeting. Therefore, re-advertisement has been necessary, and the public hearing and additional appropriation resolution will come up for consideration at the August Board meeting.

d. Major upcoming business: Property and Casualty Insurance package. The three-year policy renewals will be necessary in September and October, with opportunities for various insurance brokers to bid on the Library's business and an opportunity to evaluate the whole insurance program.

e. Other. A report has been received from the Superintendent of Documents, the federal official for oversight of the Library in its role as a United States Government Documents Depository. The inspection, conducted in June, was a very favorable one. The Library has been a depository since 1896, and only six or seven such inspections have occurred. Suggestions for various improvements will be considered and attempts to respond to the suggestions will be made.

5. Adoption of a resolution to advertise the budget, levy, and rate for the Library operating fund and bond and interest redemption fund for 1985. The Board adopted the resolution to advertise, with the following figures: Operating budget: $5,761,749; Operating levy: $4,373,991; Operating rate: $ .35 per $100 of assessed valuation. Bond fund: budget: $360,995; levy: $330,580; rate: $ .03 per $100 of assessed valuation. The public hearing on the advertised figures will be held 23 August in the Board Room of the Main Library. Consideration of the budget for adoption will be on the agenda

at the 30 August regular Board meeting.

6. Approval of staff recommendation concerning Library automation project consultant. The Board approved the recommendation to contract with RMG Consultants, Inc. for services relating to a feasibility study, cost study, and formal documents, at a cost not to exceed $8445.

7. Approval of staff recommendation concerning branch program development consultant. The Board approved the recommendation to contract with Lester Stoffel and Robert Rohlf for services connected with development of a long range plan for library development and specific building program proposals, at a total cost not to exceed $16,048.

8. Decision concerning renewal of Downtown Service Center lease. The Board affirmed its intention to renew the lease upon expiration 31 December 1984, provided that a mutually satisfactory agreement can be negotiated.

9. Approval of joint promotional activity with Famous Amos chocolate chip cookie ice cream event. The Board approved the promotional activity as proposed.

10. Approval of the following salaried appointments:

Mark Anderson	Security Services Mgr. Grade 7, #520	$17,169.88
Linda Williams	Circulation Services desk shift leader, Grade 3, #446	9,954.46
Linda Michael	Circulation Services storage shift leader, Grade 2, #453.	9,260.16

The Board approved the appointments as proposed.

11. Approval of payment of the following bills: Dr. Ashton certified that the following bills are true and correct and supported by itemized invoices or other equivalent documentation. The Board approved the bills as presented:

Date	Payee	Amount
6/30	Accounts payable	$180,077.44
6/27	Sweetcakes	150.00
6/28	Nicky Nahler	25.00

Date	Payee	Amount
6/28	Kenneth Lauer	17.62
6/28	Aloha Travel	878.00
6/29	Luana K. Stanley	151.71
6/29	Blue Cross	6,466.00
6/29	Katherine Smith	10.41
6/30	Monroeville Water	79.61
7/2	Mutual Benefit Life	2,102.85
7/3	FICA	7,037.03
7/3	Paul Deane, Jr.	43.60
7/5	Joanna Strode	115.80
7/5	Paul Deane, Jr.	211.23
7/5	Jeannette Roembke	1.79
7/5	Gail Milne	14.60
7/10	Douglas M. Lehman	90.25
7/10	Paul Deane, Jr.	269.00
7/10	Rhonda Berghoff	13.95
7/11	PERF	20,837.17
7/13	Michael B. Clegg	40.19
7/13	Summit Health	1,171.72
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7/13	Ramada Hotel	785.67
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7/16	Cindy Woodrufff	5.64
7/16	U. S. Post Office	5,000.00
7/17	FICA	7,390.95
7/18	Rick Ashton	123.09
7/19	Margaret Braden	12.50
7/19	McDonald's	50.00

12. Other business. Dr. Ashton presented a proposed joint promotional activity with Denny's Restaurant. The Board approved the joint promotional activity as proposed.

13. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Approval

26 July 1984

To: Board of Library Trustees

From: Luana K. Stanley and the Automation Advisory Committee

Re: Consultant for Automation Planning

The Automation Advisory Committee issued a Request for Proposals for automation consulting to fifteen consultants on 25 May 1984. We requested that the consultants propose a way to aid the Allen County Public Library in making decisions about all major phases of library automation. We requested a methodology, a budget, a time schedule, and references.

While awaiting the responses to the RFP, the Automation Advisory Committee developed an evaluation process by which all proposals have been judged. We set priorities for the elements of the proposals and emerged with a weighted evaluation form for judging all proposals objectively. We developed a questionnaire for telephoning references so that all responses could be judged on the same issues.

By the deadline on 2 July 1984, we received four responses from well-known consultants in the library field: Information Systems Consultants, Inc., Judy M. McQueen, primary consultant; RMG Consultants, Inc., Rob McGee, primary consultant; King Research, Inc., Dr. Jose-Marie Griffiths, primary consultant; and James E. Rush Associates, Inc., James Rush, primary consultant.

Although all of the proposals were similar in cost and overall methodology, important differences began to emerge as we went through the evaluation process. Significant issues which were instrumental in our final choice were background and experience of the consultants, client recommendations and methodology.

The best proposal was submitted by RMG Consultants, Inc., of Chicago, Illinois, and Washington, D.C. The team which they propose to use for the project consists of Rob McGee as primary consultant and Dan Iddings as secondary consultant. They have proposed a phased approach to the project, in two phases: 1) the feasibility study, the planning and requirements phase complete with cost models, and the preparation of financial plans and formal RFP documents using Dan Iddings for the major portion of the phase; 2) the evaluation of vendor proposals, the

negotiation of the contract and problem solving during installation and testing using Rob McGee for the major portion of the phase.

The approach would result in the presentation of recommendations to the Board of Library Trustees at the February 1985 board meeting. Decisions made at that time would determine the approach to the implementation of automation.

The Automation Advisory Committee recommends that the Allen County Public Library contract for the first phase of the project with RMG Consultants, Inc. The contract would provide 18 days of consultant time, 5 at ACPL, between September 1984 and February 1985 at a cost of $8,445. This includes the maximum cost of all reimbursable expenses for which we would be charged.

RMG CONSULTANTS, INC.

BACKGROUND

RMG is an experienced, respected library automation consulting firm that offers services to libraries nationwide. They view library automation as a technically-oriented social process. They believe the keys to successful library automation are education, planning, and the ability of people to work together. They believe that a successful library automation project must develop the understanding, acceptance, approval, and support of the various individuals who make or who are affected by decisions to automate.

RMG's consultants are library automation experts. They understand library automation requirements and the automated systems and services that address them. The depth and scope of their individual backgrounds complement the library automation planning processes and consulting techniques they have developed through extensive work with all types and sizes of libraries, consortia, and their staffs.

SERVICES

RMG assists libraries in determining whether or not automation is desirable. They work with key staff to assess what impact automation will have on the organization's staff, services, and budget. They assist organizations to prepare a Requirements Report and Request for Proposals, evaluate vendor proposals, select the right vendor and system, negotiate a contract, and develop appropriate plans and budgets. RMG assists or represents libraries in the negotiation of contracts for automated systems and services. They tailor services to meet clients' needs in many other areas of automation such as data conversion, telecommunications, and review of existing automation plans and programs.

VITAS

Rob McGee is a library automation professional who has worked at the forefront of library automation research and development since the inception of online computing. In fifteen years at the University of Chicago Library, Rob worked to create, plan, develop and implement the concept of an integrated library system through three generations of conputer systems designs and architectures, many aspects of which are just now being addressed or anticipated by vendors of turnkey library systems.

Dan Iddings, formerly of Cincinnati Electronics, has worked since 1978 in the library automation industry. He brings to RMG additional experiences in planning and implementing

shared automated library systems. As a library systems analyst he has worked with librarians and programmers in the development of library systems and has contributed to the development of regional and national standards for library automation.

SELECTED CLIENTS

CAMDEN COUNTY LIBRARY, Voorhees, New Jersey. Project, in progress, is to complete plans and recommendations for an automated circulation system.

CLEVELAND PUBLIC LIBRARY, Cleveland, Ohio. Project, in progress, is to review contractual documents related to Cleveland Public Library's automated systems.

CORNELL UNIVERSITY LIBRARIES, Ithaca, New York. Project was to plan automation in Mann Library. Another project, in progress, is to plan and implement automated systems and services for the entire system of libraries on the Ithaca campus of Cornell University.

CARLETON AND ST. OLAF COLLEGES, Northfield, Minnesota. Project, in progress, is to prepare a requirements statement, a request for proposals, and a process for solicitation of vendor proposals for an automated library system.

CALIFORNIA STATE UNIVERSITY, Los Angeles, California. Project, in progress, is to determine and document the capabilities, functions and features offered by automated Online Public Access Catalog systems for use by the libraries of the nineteen campuses.

DALLAS PUBLIC LIBRARY, Dallas, Texas. Project, in progress, is to participate with Dallas Public Library and Data Services personnel in demonstration, review and evaluation of the BLIS and NOTIS automated library systems, and to participate in the assessment of the Dallas Public Library's options for systems and plans for future automation.

DALTON REGIONAL LIBRARY SYSTEM, Dalton, Georgia. Project, in progress, is to prepare plans and recommendations for automated library systems and services for the Dalton Regional Library System.

DREW UNIVERSITY, Madison, New Jersey. Project, in progress, is to prepare plans and recommendations for automated library systems and services for the Drew University Library.

GROVE CITY PUBLIC LIBRARY, Grove City, Ohio. Project, in progress, is to plan, procure, and install and test an automated library system for the Grove City Public Library.

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director

AGENDA ITEM 7
Requested Action: Approval

23 July 1984

To: Board of Library Trustees
From: Branch Development Committee
Re: Consultant for Branch Planning

Following staff study and planning activities in the area of Branch Library Development over the past year, an RFP for a consultant to aid and advance branch planning was issued at the end of May, 1984. The deadline for response was 2 July 1984.

The task of the consultant outlined in the RFP was to assist the Library in developing a long range plan for branch library development in Allen County and to also help the Library develop a buiilding program statement that could be used with architects to translate our service goals into specific locations and types of library space.

Three responses were received from the fourteen (14) consultants who were sent our RFP: Fisher & Fisher of Indianapolis; Carol Ross Barney Architects, Chicago; and Stoffel and Rohlf, Downers Grove, Illinois.

The responses were evaluated according to proposed methodology, qualifications for undertaking the project, the cost effectiveness of the proposed project, and references. References were evaluated using a survey instrument developed for this purpose.

Most of the responses showed an understanding of the project and proposed a reasonable time-table and methodology for completing the project. Similarily, the proposed costs were comparable and former client recommendations very high.

The consultants who demonstrated the most experience in projects similar to ours were Stoffel and Rohlf. Not only have they successfully completed many projects like ours, they are also experienced library administrators with a long list of professional accomplishments.

We recommend accepting the proposal offered by Stoffel and Rohlf. It calls for developing a long range plan and a program statement by the end of 1984 for a project development cost of $16,048. The cost includes twenty-one consultant days (fifteen days in Fort Wayne) and all related expenses. Additional trips to Fort Wayne, such as for a presentation of the report, would be charged at the rate of $968 per consultant (including all related expenses).

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director

AGENDA ITEM 8
Requested Action: Decision to renew

DOWNTOWN SERVICE CENTER LEASE RENEWAL

The lease agreement between the Allen County Public Library and the Downtown Service Center expires on 31 December 1984. The lease requires that Downtown Service Center inform the Library at least sixty days prior to expiration of its desire to renew the lease. Written notice of this desire has been received from Downtown Service Center, Inc.

The staff recommends that the Board approve a motion to renew the lease. This action would then empower the staff, with the assistance of counsel, to negotiate the terms and conditions of any renewed lease.

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AGENDA ITEM 9
Requested Action: Approval

JOINT PROMOTIONAL ACTIVITY WITH FAMOUS AMOS

The Library has been approached by the advertising agency for Beatrice Foods, which will introduce Famous Amos chocolate chip cookie ice cream under the Lewis Sherry label in the Fort Wayne area in late August or early September.

Wally "Famous" Amos has been the outstanding chocolate chip cookie entrepreneur in the United States in recent years. Although his cookies have not been marketed in the Fort Wayne area, his face and person as a well-known promoter are familiar nationwide. Much of his promotional activity has been linked to adult literacy and library needs. He has become the major spokesman for a national group, Literacy Volunteers of America.

The proposed activity calls for a visit by Wally Amos to Fort Wayne for a day in late August or early September. The major public event of this visit would be a festival-type activity, complete with band, to be held in front of the Main Library, with samples of the chocolate chip cookie ice cream being offered to the public.

In return for hosting this event at its front door, the Allen County Public Library will receive a small royalty on the sale of the new ice cream in the Fort Wayne area for a period of time. We have no estimate at this time of what these proceeds will be.

In symmetry with the event, we propose to spend whatever proceeds are forthcoming for materials designed to assist in adult literacy activities. The Library has been working in this area for a period of time, and there is a reasonable need to expand our purchasing.

We believe that this event will attract media attention to the Library and to the adult literacy need.

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AGENDA ITEM 12
Requested Action: Approval

PROPOSED JOINT PROMOTIONAL AGREEMENT WITH DENNY'S RESTAURANT

Denny's Restaurant has proposed a joint promotional agreement with the Library. The promotion would take the form of the distribution of a bookmark at all Library locations during October. The bookmark would be supplied by Denny's. It would read, "Good Reading, Good Food, Good Fun." It would have a tear-off coupon for a sandwich or other food item to be used at any Denny's Restaurant.

We would use these coupons in conjunction with ongoing program activities in the Library during the month of October and promote reading as an ongoing pleasurable and valuable activity.

The staff recommends approval of the joint promotional activity.

ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

1984 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL
AN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45
AN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45
EB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45
AR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45
PR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45
AY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45
UN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45

LSCA LK/BOOKS	LSCA MURL	LSCA RECIP BOR	LSCA RETROCON	PAYROLL FUND	TOTAL FUNDS
(113.84)				36,201.59	844,798.52
2,328.39				17,070.45	318,085.97
3,803.63		(3,002.37)		28,095.38	20,407.24
5,772.61		(3,002.37)		27,297.84	599,760.34
6,320.10	3,626.00	11.55		11,376.65	853,422.24
3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11

COPIES: RJA,DML(2),WLS--4

ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

1984 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH JUNE 30, 1984

S/A	DESCRIPTION	BUDGET	JUN	%	YTD	%	BALANCE	%	ENCUM-6/30	%
111	SALARY-DIRECTOR	48,350	5,578.83	11.54	24,174.93	50.00	24,175.07	50.00	929.80	1.92
112	SALARY OF ASSISTANTS	2,385,680	273,926.33	11.48	1,152,949.80	48.33	1,232,730.20	51.67	47,893.72	2.01
114	WAGES OF JANITORS	130,086	18,974.82	14.59	70,730.07	54.37	59,355.93	45.63	3,334.35	2.56
110	SALARIES AND WAGES	2,564,116	298,479.98	11.64	1,247,854.80	48.67	1,316,261.20	51.33	52,157.87	2.03
121	FICA	179,488	13,223.91	7.37	92,309.97	51.43	87,178.03	48.57	3,651.05	2.03
122	UNEMPLOYMENT COMPENSATION	40,000	1,008.00	2.52	7,309.19	18.27	32,690.81	81.73	563.00	1.41
123	PERF	83,580	0.00	0.00	32,233.50	38.57	51,346.50	61.43	2,086.31	2.50
124	GROUP INSURANCE	129,000	16,313.35	12.65	60,448.97	46.86	68,551.03	53.14	2,435.14	1.89
120	EMPLOYEE BENEFITS	432,068	30,545.26	7.07	192,301.63	44.51	239,766.37	55.49	8,735.50	2.02
100	PERSONAL SERVICES	2,996,184	329,025.24	10.98	1,440,156.43	48.07	1,556,027.57	51.93	60,893.37	2.03
211	OFFICIAL RECORDS	350	0.00	0.00	0.00	0.00	350.00	100.00	0.00	0.00
212	PROMOTIONAL/PRINTING	14,000	2,034.03	14.53	11,415.81	81.54	2,584.19	18.46	1,099.59	7.85
213	OTHER OFFICE SUPPLIES	15,000	7,991.16	53.27	13,165.98	87.77	1,834.02	12.23	3,119.61	20.80
210	OFFICE SUPPLIES	29,350	10,025.19	34.16	24,581.79	83.75	4,768.21	16.25	4,219.20	14.38
221	CLEANING SUPPLIES	35,000	536.01	1.53	4,337.47	12.39	30,662.53	87.61	893.70	2.55
222	FUEL, OIL AND LUBRICANTS	40,000	1,174.43	2.94	19,836.10	49.59	20,163.90	50.41	38.88	0.10
223	OTHER OPERATING SUPPLIES	71,000	5,415.28	7.63	36,208.17	51.00	34,791.83	49.00	12,999.09	18.31
220	OPERATING SUPPLIES	146,000	7,125.72	4.88	60,381.74	41.36	85,618.26	58.64	13,931.67	9.54
231	BUILDING SUPPLIES	8,000	14,068.83	175.86	44,518.32	556.48	(36,518.32)	(456.48)	1,443.32	18.04
233	REPAIR PARTS & SUPPLIES	10,000	702.10	7.02	9,656.95	96.57	343.05	3.43	238.71	2.39
234	OTHER MAINT SUPPLIES	5,650	0.00	0.00	26.04	0.46	5,623.96	99.54	0.00	0.00
230	REPAIR/MAINT SUPPLIES	23,650	14,770.93	62.46	54,201.31	229.18	(30,551.31)	(129.18)	1,682.03	7.11
241	VIDEOTAPE	14,000		0.00	0.00	0.00	14,000.00	100.00	0.00	0.00
240	OTHER SUPPLIES	14,000	0.00	0.00	0.00	0.00	14,000.00	100.00	0.00	0.00
200	SUPPLIES	213,000	31,921.84	14.99	139,164.84	65.34	73,835.16	34.66	19,832.90	9.31
311	CONSULTING SERVICES	11,000	0.00	0.00	18,048.11	164.07	(7,048.11)	(64.07)	0.00	0.00
312	BUILDING SERVICES	10,000	1,170.00	11.70	2,310.00	23.10	7,690.00	76.90	0.00	0.00
313	LEGAL SERVICES	4,000	65.00	1.63	663.00	16.58	3,337.00	83.43	0.00	0.00
314	OTHER PROFESSL SERVICES	6,500	125.00	1.92	2,016.58	31.02	4,483.42	68.98	0.00	0.00
310	PROFESSIONAL SERVICES	31,500	1,360.00	4.32	23,037.69	73.14	8,462.31	26.86	0.00	0.00
321	TELECOMMUNICATIONS	62,000	10,888.40	17.56	26,903.23	43.39	35,096.77	56.61	0.00	0.00
322	POSTAGE	35,000	1,266.36	3.62	14,796.81	42.28	20,203.19	57.72	5,000.00	14.29
323	TRAVELING EXPENSE	10,000	1,267.43	12.67	4,761.15	47.61	5,238.85	52.39	3,123.80	31.24
324	TRAINING & DEVELOPMENT	9,000	240.00	2.67	2,418.00	26.87	6,582.00	73.13	0.00	0.00
325	FREIGHT AND PARCEL	1,000	0.00	0.00	402.61	40.26	597.39	59.74	0.00	0.00
320	COMMUNICATION/TRANSPORT	117,000	13,662.19	11.68	49,281.80	42.12	67,718.20	57.88	8,123.80	6.94
331	ADVERTISING/PUBLICATION	2,200	48.64	2.21	423.58	19.25	1,776.42	80.75	0.00	0.00
332	PRINTING-OUTSIDE VENDORS	1,500	188.00	12.53	188.00	12.53	1,312.00	87.47	569.37	37.96
330	PRINTING & ADVERTISING	3,700	236.64	6.40	611.58	16.53	3,088.42	83.47	569.37	15.39
341	OFFICIAL BONDS	100	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00
342	INSURANCE	34,000	839.00	2.47	1,202.00	3.54	32,798.00	96.46	0.00	0.00
340	TOTAL INSURANCE	34,100	839.00	2.46	1,202.00	3.52	32,898.00	96.48	0.00	0.00

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH JUNE 30, 1984

S/A	DESCRIPTION	BUDGET	UNEMC BAL	%
111	SALARY-DIRECTOR	48,350	23,245.27	48.08
112	SALARY OF ASSISTANTS	2,385,680	1,184,836.48	49.66
114	WAGES OF JANITORS	130,086	56,021.58	43.07
110	SALARIES AND WAGES	2,564,116	1,264,103.33	49.30
121	FICA	179,488	83,526.98	46.54
122	UNEMPLOYMENT COMPENSATION	40,000	32,127.81	80.32
123	PERF	83,580	49,260.19	58.94
124	GROUP INSURANCE	129,000	66,115.89	51.25
120	EMPLOYEE BENEFITS	432,068	231,030.87	53.47
100	PERSONAL SERVICES	2,996,184	1,495,134.20	49.90
211	OFFICIAL RECORDS	350	350.00	100.00
212	PROMOTIONAL/PRINTING	14,000	1,484.60	10.60
213	OTHER OFFICE SUPPLIES	15,000	(1,285.59)	(8.57)
210	OFFICE SUPPLIES	29,350	549.01	1.87
221	CLEANING SUPPLIES	35,000	29,768.83	85.05
222	FUEL, OIL AND LUBRICANTS	40,000	20,125.02	50.31
223	OTHER OPERATING SUPPLIES	71,000	21,792.74	30.69
220	OPERATING SUPPLIES	146,000	71,686.59	49.10
231	BUILDING SUPPLIES	8,000	(37,961.64)	(474.52)
233	REPAIR PARTS & SUPPLIES	10,000	104.34	1.04
234	OTHER MAINT SUPPLIES	5,650	5,623.96	99.54
230	REPAIR/MAINT SUPPLIES	23,650	(32,233.34)	(136.29)
241	VIDEOTAPE	14,000	14,000.00	100.00
240	OTHER SUPPLIES	14,000	14,000.00	100.00
200	SUPPLIES	213,000	54,002.26	25.35
311	CONSULTING SERVICES	11,000	(7,048.11)	(64.07)
312	BUILDING SERVICES	10,000	7,690.00	76.90
313	LEGAL SERVICES	4,000	3,337.00	83.43
314	OTHER PROFESSL SERVICES	6,500	4,483.42	68.98
310	PROFESSIONAL SERVICES	31,500	8,462.31	26.86
321	TELECOMMUNICATIONS	62,000	35,096.77	56.61
322	POSTAGE	35,000	15,203.19	43.44
323	TRAVELING EXPENSE	10,000	2,115.05	21.15
324	TRAINING & DEVELOPMENT	9,000	6,582.00	73.13
325	FREIGHT AND PARCEL	1,000	597.39	59.74
320	COMMUNICATION/TRANSPORT	117,000	59,594.40	50.94
331	ADVERTISING/PUBLICATION	2,200	1,776.42	80.75
332	PRINTING-OUTSIDE VENDORS	1,500	742.63	49.51
330	PRINTING & ADVERTISING	3,700	2,519.05	68.08
341	OFFICIAL BONDS	100	100.00	100.00
342	INSURANCE	34,000	32,798.00	96.46
340	TOTAL INSURANCE	34,100	32,898.00	96.48

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH JUNE 30, 1984

S/A	DESCRIPTION	BUDGET	JUN	%	YTD	%	BALANCE	%	ENCUM-6/30	%
351	UTILITIES-NATURAL GAS	99,000	5,402.16	5.46	53,123.25	53.66	45,876.75	46.34	0.00	0.00
352	UTILITIES-ELECTRIC	269,000	20,744.92	7.71	118,003.49	43.87	150,996.51	56.13	0.00	0.00
353	UTILITIES-WATER	6,000	458.86	7.65	2,103.89	35.06	3,896.11	64.94	0.00	0.00
354	WASTE DISPOSAL SERVICES	8,000	590.25	7.38	2,731.12	34.14	5,268.88	65.86	0.00	0.00
350	UTILITY SERVICES	382,000	27,196.19	7.12	175,961.75	46.06	206,038.25	53.94	0.00	0.00
361	BUILDINGS-REPAIR/MAINT	107,000	12,584.25	11.76	57,510.19	53.75	49,489.81	46.25	6,968.66	6.51
362	EQUIPMENT-REPAIR/MAINT	100,000	5,680.92	5.68	45,987.19	45.99	54,012.81	54.01	2,544.55	2.54
360	REPAIRS & MAINTENANCE	207,000	18,265.17	8.82	103,497.38	50.00	103,502.62	50.00	9,513.21	4.60
371	BUILDING RENTAL	3,000	200.00	6.67	1,200.00	40.00	1,800.00	60.00	0.00	0.00
372	EQUIPMENT RENTAL	21,000	585.69	2.79	6,207.14	29.56	14,792.86	70.44	315.00	1.50
370	RENTALS	24,000	785.69	3.27	7,407.14	30.86	16,592.86	69.14	315.00	1.31
391	DUES & MEMBERSHIPS	4,000	0.00	0.00	275.00	6.88	3,725.00	93.13	0.00	0.00
392	INTEREST-TEMPORARY LOANS	42,000	0.00	0.00	11,875.00	28.27	30,125.00	71.73	0.00	0.00
394	TRANSFER TO LIRF	117,481	0.00	0.00	0.00	0.00	117,481.00	100.00	0.00	0.00
395	BINDERY SERVICES	42,000	1,927.26	4.59	9,582.27	22.81	32,417.73	77.19	0.00	0.00
396	COMPUTER SERVICES	76,000	1,354.45	1.78	11,462.60	15.08	64,537.40	84.92	5,375.00	7.07
397	PHOTOGRAPHIC SERVICES	4,000	48.15	1.20	273.12	6.83	3,726.88	93.17	9.40	0.24
398	PROPERTY TAXES	2,519	0.00	0.00	1,259.05	49.98	1,259.95	50.02	0.00	0.00
390	OTHER SERVICES	288,000	3,329.86	1.16	34,727.04	12.06	253,272.96	87.94	5,384.40	1.87
300	OTHER SERVICES & CHARGES	1,087,300	65,674.74	6.04	395,726.38	36.40	691,573.62	63.60	23,905.78	2.20
440	FURNITURE AND EQUIPMENT	100,700	4,272.70	4.24	52,820.34	52.45	47,879.66	47.55	7,072.48	7.02
451	BOOKS	668,500	60,169.90	9.00	274,625.78	41.08	393,874.22	58.92	128,728.11	19.26
452	PERIODICALS/NEWSPAPERS	181,450	4,617.52	2.54	37,501.24	20.67	143,948.76	79.33	33.50	0.02
453	NONPRINTED MATERIALS	105,050	4,823.59	4.59	37,862.90	36.04	67,187.10	63.96	6,629.29	6.31
450	OTHER CAPITAL OUTLAYS	955,000	69,611.01	7.29	349,989.92	36.65	605,010.08	63.35	135,390.90	14.18
400	CAPITAL OUTLAYS	1,055,700	73,883.71	7.00	402,810.26	38.16	652,889.74	61.84	142,463.38	13.49
901	TOTAL OPERATING FUND	5,352,184	500,505.53	9.35	2,377,857.91	44.43	2,974,326.09	55.57	247,095.43	4.62

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--YTD THROUGH JUNE 30, 1984

S/A	DESCRIPTION	BUDGET	UNEMC BAL	%
351	UTILITIES-NATURAL GAS	99,000	45,876.75	46.34
352	UTILITIES-ELECTRIC	269,000	150,996.51	56.13
353	UTILITIES-WATER	6,000	3,896.11	64.94
354	WASTE DISPOSAL SERVICES	8,000	5,268.88	65.86
350	UTILITY SERVICES	382,000	206,038.25	53.94
361	BUILDINGS-REPAIR/MAINT	107,000	42,521.15	39.74
362	EQUIPMENT-REPAIR/MAINT	100,000	51,468.26	51.47
360	REPAIRS & MAINTENANCE	207,000	93,989.41	45.41
371	BUILDING RENTAL	3,000	1,800.00	60.00
372	EQUIPMENT RENTAL	21,000	14,477.86	68.94
370	RENTALS	24,000	16,277.86	67.82
391	DUES & MEMBERSHIPS	4,000	3,725.00	93.13
392	INTEREST-TEMPORARY LOANS	42,000	30,125.00	71.73
394	TRANSFER TO LIRF	117,481	117,481.00	100.00
395	BINDERY SERVICES	42,000	32,417.73	77.19
396	COMPUTER SERVICES	76,000	59,162.40	77.85
397	PHOTOGRAPHIC SERVICES	4,000	3,717.48	92.94
398	PROPERTY TAXES	2,519	1,259.95	50.02
390	OTHER SERVICES	288,000	247,888.56	86.07
300	OTHER SERVICES & CHARGES	1,087,300	667,667.84	61.41
440	FURNITURE AND EQUIPMENT	100,700	40,807.18	40.52
451	BOOKS	668,500	265,146.11	39.66
452	PERIODICALS/NEWSPAPERS	181,450	143,915.26	79.31
453	NONPRINTED MATERIALS	105,050	60,557.81	57.65
450	OTHER CAPITAL OUTLAYS	955,000	469,619.18	49.17
400	CAPITAL OUTLAYS	1,055,700	510,426.36	48.35
901	TOTAL OPERATING FUND	5,352,184	2,727,230.66	50.96

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	(1,882.62)	19,117.38	0.69
10	5102	BOND-PROPERTY	0.00	0.00	0.00	29,000.00	100,000.00	19,395.02	148,395.02	5.38
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,729.36	2,729.36	0.10
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	20,241.76	170,241.76	6.17
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	61,170.21	260,170.21	9.44
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	223,454.07	2,019,454.07	73.24
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,143.95	37,143.95	1.35
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	321,768.23	2,316,768.23	84.03
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	342,009.99	2,487,009.99	90.20
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,625.95	8,924.73	7,284.64	49,356.39	1.79
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	7,954.05	47,458.81	1.72
13	5131	GRANTS	4,468.00	3,500.00	4,582.00	10,687.00	40,000.00	4,090.00	67,327.00	2.44
14	5141	PARKING LOTS	5,439.78	7,071.74	6,447.68	8,210.36	7,648.33	6,925.60	41,743.49	1.51
15	5151	RENT---TRI-ALSA	801.36	775.16	775.16	727.52	721.46	835.02	4,635.68	0.17
15	5152	RENT---SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	825.00	5,650.00	0.20
15	5153	RENT---OTHER	234.90	229.66	60.00	10.00	80.00	20.00	634.56	0.02
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	1,680.02	10,920.24	0.40
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	0.00	301.32	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	0.00	1,110.00	0.04
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,160.96	10,968.76	0.40
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	5,160.96	12,380.08	0.45
17	5171	INTEREST	5,880.31	2,693.49	5,023.91	6,111.41	7,788.08	8,942.71	36,439.91	1.32
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	40.00	520.00	0.02
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.04
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	125.32	361.12	0.01
19	5194	ACPL PUBLICATIONS	0.00	60.00	33.00	52.00	64.05	29.00	238.05	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	349.95	253.10	603.05	0.02
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	10.57	162.01	0.01
19	5198	LOST/DAMAGED MATERIAL	0.00	0.00	0.00	0.00	107.57	113.35	220.92	0.01
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	450.05	494.78	0.02
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	5300	OTHER INCOME	157.82	302.43	71.52	35.70	126.70	197.10	891.27	0.03
		TOTAL OTHER INCOME	243.24	362.43	220.90	207.32	758.82	2,178.49	3,971.20	0.14
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	44,256.47	270,117.12	9.80
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	694,701.04	1,576,635.90	386,266.46	2,757,127.11	100.00

ANNUALIZED NON-TAX INCOME 537,300.58 ,+70.1% OVER PRIOR YEAR
LESS RETROSPEC CONVERSION 457,735.01 ,+44.9% OVER PRIOR YEAR

Prescribed by State Board of Accounts

Library Budget Form 3-A (Rev. 1982)

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WORKSHEET
BUDGET ESTIMATE OF FUNDS TO BE RAISED AND PROPOSED TAX RATES

Allen County Public LIBRARY, Allen COUNTY

YEAR 19 85

(A worksheet is to be prepared for each fund that requires a tax rate and/or an appropriation)

Operating FUND NET ASSESSED VALUATION $1,391,351,370

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	PUBLISHED BUDGET	LIBRARY BOARD	TAX ADJUSTMENT BOARD	STATE TAX BOARD HEARING OFFICER	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	$5,761,749				
2. Necessary expenditures, July 1 to Dec. 31 of present year, to be made from approp. unexpended	$2,974,326				
3. Additional approp. necessary to be made July 1 to Dec. 31 of present year					
4. Outstanding temporary loans to be paid not included in lines 2 or 3					
5. Total Funds required (add lines 1, 2, 3 and 4)	$8,736,075				
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:					
6. Actual balance, June 30 of present year	$ 637,226				
7. Taxes to be collected, present Year (Dec. settlement)	$2,159,815				
8. Miscellaneous revenue to be received July 1 of present year to Dec. 31 of incoming year (Schedule on File):					
a. Total Column A Budget Form 2	$ 525,508				
b. Total Column B Budget Form 2	$1,089,535				
9. Total Funds (add lines 6, 7, 8a and 8b)	$4,412,084				
10. Net amount be raised for expenses to Dec. 31st of incoming year (deduct line 9 from line 5)	$4,323,991				
11. Operating balance (not in excess of expense Jan. 1st to June 30, less misc. revenue for same period)	$ 50,000				
12. Amount to be raised by tax levy (add lines 10 and 11)	$4,373,991				
13. Property Tax Replacement Credit from Local Option Tax					
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	$4,373,991				
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX		
16. Net Amount to be Raised	$4,373,991				
Net Tax Rate on Each One Hundred Dollars of Taxable Property	.35				

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Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 85

PREPARE SEPARATE ESTIMATE FOR EACH FUND

	ESTIMATED AMOUNTS TO BE RECEIVED			
	-A- July 1, 19 84 to Dec. 31, 1984	-X- State Board Of Tax Commissioners	-B- Jan. 1, 19 85 to Dec. 31, 1985	-X- State Board Of Tax Commissioners
| | | | Operating FUND				
SOURCE OF RECEIPTS				
SPECIAL TAXES:				
001 Intangibles Tax - Banks & Building and Loan	$ 13,000		$ 50,000	
002 License Excise Tax	140,000		400,000	
003 Certified Shares (Local Option Tax)				
004 Property Tax Repl. Cr. (Local Option Tax)				
			XXXXX	
OTHER REVENUE:				
157 State Distribution	70,170		75,000	
036 Fines and Fees	45,547		95,649	
077 Photocopy Fees	50,131		150,000	
196 Income From Trusts	65		145	
006 Interest on Investments	45,000		100,000	
197 County Contractual Library				
198 Library Service Authority	4,657		9,780	
039 Township Contracts (List)				
Parking Fees	41,458		87,061	
Miscellaneous	6,000		12,000	
037 Gifts and Bequests	21,830		40,000	
199 Operating Grants (Specify Source)				
Cox Cable	60,000		60,000	
Insurance Refund--Lincoln Life	15,000			
State Student Assistance Comm	7,700			
200 Capital Grants (Specify Source)				
160 Transfer From Operating Fund (For LIRF Only)				
030 Rental of Property	4,950		9,900	
031 Sale of Property				
|7|9|9| Total Columns A and B	525,508		1,089,535	

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols X are reserved for the State Board of Tax Commissioners Adjustments.

Prescribed by State Board of Accounts

Library Budget Form 3-A (Rev. 1982)

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WORKSHEET

BUDGET ESTIMATE OF FUNDS TO BE RAISED AND PROPOSED TAX RATES

Allen County Public LIBRARY, Allen COUNTY

YEAR 19 85

(A worksheet is to be prepared for each fund that requires a tax rate and/or an appropriation)

Bond Redemption FUND NET ASSESSED VALUATION $ 1,391,351,370

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	PUBLISHED BUDGET	LIBRARY BOARD	TAX ADJUSTMENT BOARD	STATE TAX BOARD HEARING OFFICER	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	$ 360,995				
2. Necessary expenditures, July 1 to Dec. 31 of present year, to be made from approp. unexpended	177,083				
3. Additional approp. necessary to be made July 1 to Dec. 31 of present year					
4. Outstanding temporary loans to be paid not included in lines 2 or 3					
5. Total Funds required (add lines 1, 2, 3 and 4)	538,078				
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:					
6. Actual balance, June 30 of present year	182,792				
7. Taxes to be collected, present Year (Dec. settlement)	158,704				
8. Miscellaneous revenue to be received July 1 of present year to Dec. 31 of incoming year (Schedule on File):					
a. Total Column A Budget Form 2	11,300				
b. Total Column B Budget Form 2	33,400				
9. Total Funds (add lines 6, 7, 8a and 8b)	386,196				
10. Net amount be raised for expenses to Dec. 31st of incoming year (deduct line 9 from line 5)	151,882				
11. Operating balance (not in excess of expense Jan. 1st to June 30, less misc. revenue for same period)	178,698				
12. Amount to be raised by tax levy (add lines 10 and 11)	330,580				
13. Property Tax Replacement Credit from Local Option Tax					
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	330,580				
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX		
16. Net Amount to be Raised	330,580				
Net Tax Rate on Each One Hundred Dollars of Taxable Property	.03				

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Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1985

PREPARE SEPARATE ESTIMATE FOR EACH FUND

	ESTIMATED AMOUNTS TO BE RECEIVED			
	-A- July 1, 1984 to Dec. 31, 1984	-X- State Board Of Tax Commissioners	-B- Jan. 1, 1985 to Dec. 31, 1985	-X- State Board Of Tax Commissioners
| | | | Bond Redemption FUND				
SOURCE OF RECEIPTS				
SPECIAL TAXES:				
001 Intangibles Tax - Banks & Building and Loan	$ 1,000		$ 4,000	
002 License Excise Tax	10,300		29,400	
003 Certified Shares (Local Option Tax)				
004 Property Tax Repl. Cr. (Local Option Tax)			XXXXX	
OTHER REVENUE:				
157 State Distribution				
036 Fines and Fees				
077 Photocopy Fees				
196 Income From Trusts				
006 Interest on Investments				
197 County Contractual Library				
198 Library Service Authority				
039 Township Contracts (List)				
037 Gifts and Bequests				
199 Operating Grants (Specify Source)				
200 Capital Grants (Specify Source)				
160 Transfer From Operating Fund (For LIRF Only)				
030 Rental of Property				
031 Sale of Property				
|7|9|9| Total Columns A and B	$ 11,300		$ 33,400	

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols X are reserved for the State Board of Tax Commissioners Adjustments.

A.E. BOYCE CO., MUNCIE, IND. 0768

23-Ju[illegible]4

ALLEN COUNTY PUBLIC LIBRARY: 1984-1985 BUDGET ANALYSIS

S/A	DESCRIPTION	1985 BUDGET	% OF TOTAL	1984 BUDGET	% OF TOTAL	YEAR-TO-YEAR CHANGE
112	SALARIED EMPLOYEES	2,297.3	39.87	2,054.6	38.39	11.8%
115	HOURLY EMPLOYEES	503.9	8.75	449.5	8.40	12.1%
117	SUMMER HELP	83.1	1.44	60.0	1.12	38.5%
121	EMPLOYER FICA	203.0	3.52	179.5	3.35	13.1%
122	UNEMPLOYMENT COMPENSATION	8.0	0.14	40.0	0.75	-80.0%
123	EMPLOYER PERF	103.0	1.79	83.6	1.56	23.2%
124	EMPLOYER GROUP INSURANCE	174.2	3.02	129.0	2.41	35.0%
WAGES & SALARIES		3,372.5	58.53	2,996.2	55.98	12.6%
212	PROMOTIONAL/PRINT SUPPLIES	30.0	0.52	14.4	0.27	109.1%
213	OFFICE STATIONERY	20.0	0.35	15.0	0.28	33.3%
221	CLEANING/SANITATION SUPPLIES	20.0	0.35	35.0	0.65	-42.9%
222	FUEL, OIL & LUBRICANTS	40.0	0.69	40.0	0.75	0.0%
223	OTHER OPERATING SUPPLIES	95.0	1.65	85.0	1.59	11.8%
231	BUILDING MATERIALS & SUPPLIES	33.0	0.57	8.0	0.15	312.5%
233	REPAIR PARTS & SUPPLIES	16.0	0.28	15.7	0.29	2.2%
SUPPLIES		254.0	4.41	213.0	3.98	19.2%
311	CONSULTING SERVICES	20.0	0.35	11.0	0.21	81.8%
312	BUILDING SERVICES	10.0	0.17	10.0	0.19	0.0%
313	LEGAL SERVICES	4.0	0.07	4.0	0.07	0.0%
314	OTHER PROFESSIONAL SERVICES	3.5	0.06	6.5	0.12	-46.2%
321	TELECOMMUNICATIONS	80.0	1.39	62.0	1.16	29.0%
322	POSTAGE	48.0	0.83	35.0	0.65	37.1%
323	TRAVELING EXPENSE	13.0	0.23	10.0	0.19	30.0%
324	TRAINING & DEVELOPMENT	11.0	0.19	9.0	0.17	22.2%
325	FREIGHT & PARCEL	0.3	0.01	1.0	0.02	-70.0%
331	ADVERTISING & PUBLICATION	2.2	0.04	2.2	0.04	0.0%
332	PRINTING-OUTSIDE VENDORS	1.5	0.03	1.5	0.03	0.0%
342	INSURANCE	38.0	0.66	34.1	0.64	11.4%
351	UTILITIES-NATURAL GAS	93.0	1.61	99.0	1.85	-6.1%
352	UTILITIES-ELECTRIC	274.0	4.76	269.0	5.03	1.9%
353	UTILITIES-WATER	7.0	0.12	6.0	0.11	16.7%
354	WASTE DISPOSAL SERVICES	7.0	0.12	8.0	0.15	-12.5%
361	BUILDINGS-MAINTENCE & REPAIR	107.0	1.86	107.0	2.00	0.0%
362	EQUIPMENT-REPAIR & SERVICE	50.0	0.87	50.0	0.93	0.0%
363	SERVICE CONTRACTS-EQUIPMENT	50.0	0.87	50.0	0.93	0.0%
371	BUILDING RENTAL	5.0	0.09	3.0	0.06	66.7%
372	EQUIPMENT RENTAL	17.0	0.30	21.0	0.39	-19.0%
391	DUES & MEMBERSHIPS	6.0	0.10	4.0	0.07	50.0%
392	INTEREST ON TEMPORARY LOANS	30.0	0.52	42.0	0.78	-28.6%
394	TRANSFER TO LIRF	0.0	0.00	117.5	2.20	-100.0%
395	BINDERY SERVICES	35.0	0.61	42.0	0.78	-16.7%
396	COMPUTER SERVICES	66.0	1.15	76.0	1.42	-13.2%
397	PHOTOGRAPHIC SERVICES	3.0	0.05	4.0	0.07	-25.0%
398	PROPERTY TAXES	3.0	0.05	2.5	0.05	19.1%
OTHER SERVICES & CHARGES		984.5	17.09	1,087.3	20.32	-9.5%
440	EQUIPMENT	50.8	0.88	100.7	1.88	-49.6%
451	BOOKS	776.0	13.47	668.5	12.49	16.1%
452	SUBSCRIPTIONS	202.9	3.52	181.4	3.39	11.9%
453	NON-PRINTED MATERIALS	121.1	2.10	105.1	1.96	15.2%
CAPITAL OUTLAYS		1,150.8	19.97	1,055.7	19.72	9.0%
TOTAL OPERATING FUND		5,761.8	100.00	5,352.2	100.00	7.7%

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Rick J. Ashton
director

8 August 1984

To: All Library Board Members

From: Rick Ashton

Re: 30 August 1984 Regular Board Meeting

The Board of Library Trustees will meet in regular session on Thursday 30 August 1984 in the Board Room of the Main Library.

This agenda and packet are being prepared on 8 August, as I depart for vacation. I will be returning to work on 27 August. There may be additional items for the agenda which develop during my absence. These will be made available at the time of the meeting.

The agenda as it stands has a large number of items, but most of them are quite straightforward.

I look forward to seeing you on Thursday 30 August.

RJA:kws

MINUTES

PUBLIC HEARING ON THE BUDGET, LEVY, AND TAX RATE

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

23 AUGUST 1984

In accordance with the legally advertised notice, the Board of Library Trustees of the Allen County Public Library held a public hearing on the 1985 budget, levy, and tax rate in the Board Room of the Main Library at 3:00 p.m. on Thursday 23 August 1984. Lu Ann Beaman represented the Board of Library Trustees at the hearing. Staff member Katherine Smith was also present.

1. Mrs. Beaman opened the public hearing.

2. No member of the public appeared to make any comment on the proposed budget, levy, or rate.

3. Mrs. Beaman closed the hearing and adjourned the meeting.

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
Thursday 30 August 1984
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the 26 July 1984 regular Board meeting.

3. Approval of the Minutes of the 23 August 1984 public hearing on the budget, levy, and tax rate.

4. Adoption of the 1985 budget, levy, and tax rate for the Operating Fund and the Bond and Interest Redemption Fund.

5. Public hearing on proposed additional appropriation of $35,000 from the Library Improvement Reserve Fund.

6. Approval of proposed additional appropriation from the Library Improvement Reserve Fund.

7. Reception of the financial report of 31 July 1984.

8. Report of the Director.

   a. Library use through 31 July 1984.
   b. Summer Reading Program final report.
   c. Name the bookworm contest.
   d. New circulation policies and procedures report.
   e. Other.

9. Approval of proposed agreement with Tri-ALSA for use of space and services, 1 October 1984 - 30 September 1985.

10. Approval of proposed easement of .18 acre at the Georgetown Branch Library property.

11. Adoption of a resolution to advertise for an additional appropriation of $44,549 in the Operating Fund for purchase of video equipment.

12. Approval of resolution to advertise for bids for supplying video equipment.

13. Approval of resolution to advertise for bids for renovation of Main Library smoke detector and fire alarm system.

14. Approval of the following salaried appointments:

James Scott Bauserman	Clerk, Little Turtle Grade 3, #162	$9954.46
David Guffey	Clerk, Georgetown Grade 3, #124	$9954.46

15. Approval of payment of the following bills:

7/25	Steven Fortriede	$ 343.65
7/26	Carpenter Paper of Indiana	30.00
7/26	Ellen Sprunger	15.00
7/26	Christopher Dennis	15.00
7/27	Wilcox Travel Agency	588.00
7/30	Association for Volunteer Administration	377.00
7/30	Inn on the Plaza	62.00
7/31	Blue Cross	6,466.00
7/31	Mutual Benefit Life	2,162.63
7/31	Neroo R. Gandhi	6.95
7/31	Dennis Jameson	9.89
7/31	Seyfert's Foods	16.00
8/2	FICA	7,327.18
8/2	Richard Seagly	8.51
8/2	Summit Health	1,346.20
8/3	Newcomers Club	15.90
8/10	Condra Payne	15.64
8/10	Rosfelt Rowe	33.59
8/10	Cindy Woodruff	19.79
8/13	U. S. Postal Service	106.18
8/14	I & M Electric Co.	13,469.24
8/14	Indiana Employment Security Division	915.00
8/15	Sue Willard	6.95
8/15	Nicole Keim	6.95
8/15	Paul Deane, Jr.	16.39
8/15	Nellie Ramer	10.00

16. Other business.

17. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

30 AUGUST 1984

The Board of Library Trustees of the Allen County Public Library met in regular monthly session in the Board Room of the Main Library at 3:00 p.m. on Thursday 30 August 1984. Members present: Zohrab Tazian, Mary Koehlinger, Patricia Beers, James Ganaway, Alan McMahan. Members absent: Lu Ann Beaman, Rae Gates. Mr. Tazian presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 26 July 1984 regular Board meeting. The Board approved the minutes as circulated.

3. Approval of the minutes of the 23 August 1984 public hearing on the budget, levy, and tax rate. The Board approved the minutes as circulated.

4. Adoption of the 1985 budget, levy, and tax rate for the Operating Fund and the Bond and Interest Redemption Fund. The Board adopted the following budgets, levies, and tax rates, as previously advertised: Operating budget: $5,761,749; Operating levy: $4,373,991; Operating rate: $.35 per $100 of assessed valuation. Bond and Interest Redemption Fund budget: $360,995; Bond and Interest Redemption Fund levy: $330,580; Bond and Interest Redemption Fund rate: $.03 per $100 of assessed valuation.

5. Public hearing on proposed additional appropriation of $35,000 from the Library Improvement Reserve Fund. Mr. Tazian opened the public hearing. No member of the public appeared to speak on the proposed additional appropriation. Mr. Tazian closed the hearing.

6. Approval of proposed additional appropriation from the Library Improvement

Reserve Fund. The Board approved the proposed additional appropriation of $35,000 for emergency air conditioning repairs at the Main Library.

7. Reception of the financial report of 31 July 1984. The Board received the report as presented.

8. Report of the Director. Dr. Ashton reported on the following matters:

A. Total circulation for the month was up 10.8% over July 1983, with a total circulation of 224,497 items. Adult circulation during the month was up 15.2% and children's circulation increased 5.6%. For the year to date through 31 July 1984, total circulation is up 6.1% over 1983, with the Main Library up 8.7% and the branch and bookmobile division up 4.8%. The Waynedale Branch Library is the circulation improvement leader, with a total circulation increase of 22.3% for the first seven months of the year.

B. Summer Reading Program final report. Final figures are not yet available, for the program which ended in early August. More than 8,000 young people participated in the program. Evaluations and further data will be available at the September Board meeting.

C. Name the Bookworm Contest. A model of the bookworm mascot, constructed by Friends member Pauline Deal was presented. Names have been submitted by hundreds of entrants, with judging and announcement of a winner soon.

D. New circulation policies and procedures. On 1 August 1984 the new circulation policies and procedures, as approved by the Board in the fall of 1983, finally went into effect. A relatively smooth transition took place, with improved results in availability of Library materials and simplified extended use financial dealings as the result. The revenue impact of the new arrangement will not be clear for some time, but the projection is that revenue from the new overdue arrangement

will be approximately the same as the old.

E. Other. The two grant proposals submitted to the Indiana State Library for grants under the Library Services and Construction Act have not been funded, but are high on the priority list for funding, should additional money become available in coming months. These two proposals are the $100,000 proposal for continuation of the Retrospective Bibliographic Conversion Project and the $27,000 grant for development of an Enterprise Zone outpost library. The Retrospective Conversion Project, funded by an initial $100,000 grant ended on 15 August, with approximately 62,000 titles converted. Further conversion activity will need to be built into the major automation capital decision-making. The consultants for the Automation Project and the Branch Development Project have been contracted and are beginning their work. Visits from the consultants are expected in late September and early October. The Library has completed its United Way Pacesetter Campaign drive. The goals for the drive were participation by 107 staff and giving of $8,500. Both these goals have been surpassed, with 116 staff members participating, pledging $9,595. These represent a 75% increase in participation and a 33% increase in giving over the last year's United Way Campaign. A great variety of programs are planned at the Main Library for September and October, as set forth in the program brochure distributed to the Board.

9. Approval of proposed agreement with Tri-ALSA for use of space and services, 1 October 1984 - 30 Septmber 1985. The Board approved the agreement as presented.

10. Approval of proposed easement of .18 acre at the Georgetown Branch Library property. The Board tabled the proposed action, in the absence of necessary documents.

11. Adoption of a resolution to advertise for an additional appropriation of $44,549 in the Operating Fund for purchase of video equipment. The Board adopted the resolution, conditional upon the approval by Fort Wayne City Council of the funding as requested.

12. Approval of resolution to advertise for bids for supplying video equipment. The Board approved the resolution, conditional upon approval of the funding by the Fort Wayne City Council.

13. Approval of resolution to advertise for bids for renovation on Main Library smoke detector and fire alarm system. The Board approved the resolution as proposed.

14. Approval of the following salaried appointments:

James Scott Bauserman	Clerk, Little Turtle Grade 3, #162	$9954.46
David Guffey	Clerk, Georgetown Grade 3, #124	$9954.46

15. Approval of payment of the following bills: Dr. Ashton certified that the claims presented were true and correct and supported by itemized invoices or other equivalent documentation. The Board approved payment of the following bills:

8/31	Accounts payable	$148,012.33
7/25	Steven Fortriede	343.65
7/26	Carpenter Paper of Indiana	30.00
7/26	Ellen Sprunger	15.00
7/26	Christopher Dennis	15.00
7/27	Wilcox Travel Agency	588.00
7/30	Association for Volunteer Administration	377.00
7/30	Inn on the Plaza	62.00
7/31	Blue Cross	6,466.00
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8/15	Sue Willard	6.95
8/15	Nicole Keim	6.95
8/15	Paul Deane, Jr.	16.39
8/15	Nellie Ramer	10.00

16. Other business. None.

17. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEMS 5 AND 6
Requested Action: Public Hearing and Adoption of Additional Appropriation

ADDITIONAL APPROPRIATION FOR EMERGENCY AIR-CONDITIONING REPAIRS

In accordance with the previous resolution, advertisement of an additional appropriation from the Library Improvement Reserve Fund in the amount of $35,000 has been made. This appropriation amount was for the purpose of emergency air-conditioning repairs at the Main Library. The emergency repairs have been completed at a cost of $15,386. In addition, David Matson, mechanical engineering consultant on the project, has recommended that the other chiller motor be pulled and overhauled at the end of the current colling season, in order to extend its life and avoid any emergency shut-down. The cost of this overhaul will be approximately $14,781.* Johnson Controls has also advised that an oil pump is needed for chiller #1, at a charge of $1,164. The total amount needed, therefore, in the additional appropriation will be $31,331. The attached additional appropriation resolution provides for this reduction from the originally advertised amount.

* Johnson Control cost per Wagner Electric quote

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director

AGENDA ITEM 9
Requested Action: Approval of Agreement

AGREEMENT WITH TRI-ALSA

Tri-ALSA, the Area Three Area Library Services Authority, is a cooperative entity created under state law to serve the libraries of the nine counties in the northeast corner of Indiana. It provides reference and referral and inter-library loan services to the public, school, academic, corporate, and hospital libraries in the area. It also provides continuing education and other support services to these libraries. Tri-ALSA's headquarters have been located in the sub-basement of the Main Library for two years. The proposed agreement is basically the same as that which has been in place for the past two years, with minor changes. The rent of $509 per month represents a 5% increase over the current year. In addition, Tri-ALSA will be performing some additional special services for the Allen County Public Library and bearing a portion of the system costs of these services under the agreement.

The agreement is for one year, with no guaranteed renewal.

AGREEMENT BETWEEN THE ALLEN COUNTY PUBLIC LIBRARY AND TRI-ALSA

This is an agreement, made this 30th day of August 1984 by and between the Area Three Area Library Services Authority, hereinafter referred to as "Tri-ALSA" and the Allen County Public Library, hereinafter referred to as "Library."

RECITALS

The Library hereby agrees to provide Tri-ALSA with certain office space and certain services for the purpose of Tri-ALSA's carrying on its work as an area library services authority. The said space and services shall be made available at the Library's facilities at 900 Webster Street, Fort Wayne, Indiana.

In consideration for said office space and those services enumerated herein, Tri-ALSA agrees to make monthly payments to said library and to pay all expenses enumerated herein. Tri-ALSA further agrees to adhere to and abide by the operating policies of the Library and to provide certain services to the Library.

TERM AND RENEWAL

This agreement is to run for a term of one (1) year from 1 October 1984 to and including 30 September 1985. This agreement shall be renewable only upon such terms as are acceptable to both parties.

SPACE

The Library agrees to furnish Tri-ALSA with approximately 600 square feet of office space in the sub-basement of the building. The Library agrees to furnish a minimum amount of office furniture for this space. The Library agrees to permit Tri-ALSA staff access to this space during the same hours when the Library building is open for Library staff access. The Library agrees to provide necessary heat, light, cooling, ventilation, security, maintenance, housekeeping, necessary to the conduct of Tri-ALSA's business.

TELEPHONE

The Library agrees to permit the installation of necessary telephones in the Tri-ALSA office area. Installation shall be at Tri-ALSA's expense. Operation of these telephones shall be at Tri-ALSA's expense.

USE OF LIBRARY COLLECTION

The Library agrees to give Tri-ALSA access to the Library's entire collection of books and other library materials, for the purpose of making inter-library loans and providing

information in response to reference questions. Access to and use of the Library's collection will be subject to normal rules and operating procedures of the Library.

OTHER SERVICES

The Library agrees to provide Tri-ALSA use of Library photocopying machines. Tri-ALSA also agrees to permit Library use of Tri-ALSA photocopying equipment. The Library agrees to deliver mail and United Parcel packages to and from appropriate depots for Tri-ALSA. The Library also agrees to provide access to the OCLC terminal located in the Readers' Services Department for the purpose of bibliographic searching. Use of this terminal shall be primarily restricted to those hours when the Library is not open to the public.

INTER-LIBRARY LOANS

Tri-ALSA agrees to process all incoming inter-library loan requests addressed to Tri-ALSA. The Library agrees to process all incoming inter-library loan requests addressed to the Library. Tri-ALSA agrees to be responsible for the completion of outgoing inter-library loan requests on behalf of Allen County Public Library patrons, including direct borrowing from other libraries, borrowing via the OCLC system, and use of ALA inter-library loan forms.

PAYMENTS AND CHARGES

For rental of space and use of the Library collection, Tri-ALSA shall pay to the Library the sum of $509 monthly, due and payable on the first day of every month during the term of this contract.

For use of the OCLC terminal, Tri-ALSA shall pay to the Library one half of the monthly maintenance charges for one terminal and fees as set by OCLC, Inc. for transactions performed by Tri-ALSA, due and payable on the first day of every month during the term of this contract. Tri-ALSA will pay OCLC system charges for Allen County Public Library inter-library loans, up to a maximum of $3000.

For use of Library photocopying machines, Tri-ALSA shall pay the Library 5¢ per copy. For use of Tri-ALSA photocopying machines, the Library shall pay Tri-ALSA 5¢ per copy. The two parties shall make payment for copies at the end of every month during the term of this contract.

IN WITNESS WHEREOF, on the date set forth above, the following parties have caused this agreement to be executed.

Zohrab K. Tazian, President
Board of Library Trustees
Allen County Public Library

Bonnie Stuelpe, President
Area Three Area Library Services Authority

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director

AGENDA ITEMS 11 and 12
Proposed Action: Approval of Resolutions

APPROPRIATION AND BIDS FOR VIDEO EQUIPMENT

These two items pertain to a matter which will be on the agenda of the Fort Wayne City Council on 14 August. If the action of the City Council at that date has not been favorable, then these two actions will be unnecessary.*

As part of our continuing responsibility for the operation of public access television in Fort Wayne and Allen County, the Library has placed a proposal before the cable television program advisory committee, seeking a grant of $44,549 for several additional items of video equipment intended to enhance the capabilities of the public access studio, making more equipment available for public use and more flexibility and creativity available to the citizen producers who use the studio. The cable television advisory committee has recommended to the Fort Wayne City Council a resolution appropriating this amount of money, from the franchise fee fund, whose revenues are derived from franchise fees paid quarterly by Cox Cable Fort Wayne. If the City Council has approved this resolution, the Library would need to make an appropriation of the money in order to be able to spend it. Similarly, advertisement for bids to supply the listed equipment would also be necessary.

On 7 August 1984 the long-awaited interconnect between Cox Cable Fort Wayne and Citizens Cable of Allen County went into operation. This means that Channel 10, formerly seen only on the Fort Wayne system, is now seen on Channel 10 wherever cable television extends in Allen County.

* After a postponement of the meeting date to 21 August, City Council met and acted favorably on the resolution.

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Rick J. Ashton
director

AGENDA ITEM 13
Requested Action: Approval of Resolution

BIDS FOR RENOVATION OF THE MAIN LIBRARY SMOKE DETECTOR AND FIRE ALARM SYSTEM

The smoke detection and fire alarm system in the Main Library building was originally installed in 1968. The equipment has become impossible to maintain. After sixteen years in service, the equipment has become impossible to maintain because of the lack of available parts and the superceding of the smoke detection heads by newer types of equipment. We estimate that renovation of the system in the part of the building opened in 1968 would cost approximately $15,000 and would bring the system for the entire building, including the modern system in the 1981 addition, up to a high standard level of performance.

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Rick J. Ashton
director

AGENDA ITEM 16
Requested Action: Approval

BANNED BOOKS WEEK

The Board of Library Trustees of the Allen County Public Library hereby proclaims the observance of Banned Books Week, 8-15 September 1984.

Banned Books Week is cosponsored by the American Library Association, American Booksellers Association, National Association of College Stores, Association of American Publishers, and American Society of Journalists and Authors. It is endorsed by the Center for the Book of the Library of Congress.

The purpose of Banned Books Week is to reaffirm the historic American principles of freedom of speech and press. In the public library context, it is a reminder that books and other library resources are provided for the interest, information, and enlightenment of all the people of the community. Books and information present many diverse viewpoints on current and historical issues, without limitation because of the origin, background, or views of authors or the opinions expressed. Full use of diverse library resources is part of our heritage of free expression and free access to ideas.

By this proclamation, the Board of Library Trustees reaffirms the commitment of the Allen County Public Library to the tradition of intellectual freedom, which is both the cornerstone of high-quality library service and the bedrock of American liberty.

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 85

Allen County Public Library

Allen County

Prepare a separate estimate for each fund.

Operating FUND	Items	Total Estimate	Approved
1 Personal Services			
110 Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
112 Salaried Employees	$2,297,300		
115 Hourly Employees	503,900		
117 Summer Employees	83,100		
Salary of Treasurer			
Wages of Janitors			
120 Employee Benefits			
121 Employer's Share - F.I.C.A.	203,000		
122 Unemployment Compensation	8,000		
123 Employer's Contribution - P.E.R.F.	103,000		
124 Employer's Contribution - Group Insurance	174,149		
Sick Pay			
Other Employee Benefits			
Other Personal Services			
100 Total Personal Services		$3,372,449	$3,372,449
2. Supplies			
210 Office Supplies			
Official Records			
212 Stationery and Printing	30,000		
213 Other Office Supplies	20,000		
220 Operating Supplies			
221 Cleaning and Sanitation Supplies	20,000		
222 Fuel, Oil and Lubricants	40,000		
223 Other Operating Supplies	95,000		
230 Repair and Maintenance Supplies			
231 Building Materials and Supplies	33,000		
Paint and Painting Supplies			
Repair Parts			
233 Other Repair and Maintenance Supplies	16,000		
Other Supplies			
200 Total Supplies		254,000	254,000
3. Other Services and Charges			
310 Professional Services			
311 Consulting Services	20,000		
312 Engineering and Architectural Services	10,000		
313 Legal Services	4,000		
314 Other Professional Services	3,500		
320 Communication and Transportation			
321 Telephone and Telegraph	80,000		
322 Postage	48,000		
323 Traveling Expense	13,000		
324 Professional Meetings	11,000		
325 Freight and Express	300		
330 Printing and Advertising			
331 Advertising and Publication of Notices	2,200		
332 Printing, Other Than Office Supplies	1,500		
340 Insurance			
Official Bonds			
342 Other Insurance	38,000		

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
350 Utility Services			
351 Gas	93,000		
352 Electricity	274,000		
353 Water	7,000		
354 Waste Disposal Services	7,000		
360 Repairs and Maintenance			
361 Buildings and Structures	107,000		
362 Equipment	100,000		
370 Rentals			
371 Real Estate	5,000		
372 Equipment	17,000		
Debt Service			
Payment of Bonds			
Interest - Bonds			
390 Other			
391 Dues	6,000		
392 Interest on Temporary Loans	30,000		
398 Taxes and Assessments	3,000		
Transfer to Library Improvement Reserve Fund			
395 Bindery Services	35,000		
396 Computer Services	66,000		
397 Photographic Services	3,000		
300 Total Other Services and Charges		$ 984,500	$ 984,500
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
440 Furniture and Equipment	50,800		
Other Capital Outlays			
451 Books	776,000		
452 Periodicals and Newspapers	202,900		
453 Nonprinted Materials (Microforms & Audio-visuals)	121,100		
400 Total Capital Outlays		1,150,800	1,150,800
Fund Total		$ 5,761,749	$ 5,761,749

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public

Library for the calendar year 19 85 for the purposes therein specified.

Date this 30th day of August 19 84

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0763

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1985

Allen County Public Library

Allen County

Prepare a separate estimate for each fund.

Bond and Interest Redemption FUND

	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services			
2 Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
Total Supplies			
3 Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectual Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

	Items	Total Estimate	Approved
3 Other Services and Charges (continued)			
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
380 Debt Service			
381 Payment of Bonds	$ 265,000		
382 Interest - Bonds	95,995		
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
_____			
_____			
_____			
300 Total Other Services and Charges		$ 360,995	$ 360,995
4 Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays			
Fund Total		$ 360,995	$ 360,995

We hereby certify that the foregoing is a true and fair estimate of the necessary expense of the Allen County Public Library for the calendar year 1985 for the purposes therein specified.

Date this 30th day of August 1984

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Members of Library Board

Members of Library Board

|0|6| | | | | | | |

Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 85

PREPARE SEPARATE ESTIMATE FOR EACH FUND

		ESTIMATED AMOUNTS TO BE RECEIVED			
		-A- July 1, 1984 to Dec. 31, 1984	-X- State Board Of Tax Commissioners	-B- Jan. 1, 1985 to Dec. 31, 1985	-X- State Board Of Tax Commissioners
	Operating FUND				
	SOURCE OF RECEIPTS				
	SPECIAL TAXES:				
001	Intangibles Tax - Banks & Building and Loan	$ 13,000		$ 50,000	
002	License Excise Tax	140,000		400,000	
003	Certified Shares (Local Option Tax)				
004	Property Tax Repl. Cr. (Local Option Tax)			XXXXX	
	OTHER REVENUE:				
157	State Distribution	70,170		75,000	
036	Fines and Fees	45,547		95,649	
077	Photocopy Fees	50,131		150,000	
196	Income From Trusts	65		145	
58	Interest on Investments	45,000		100,000	
197	County Contractual Library				
198	Library Service Authority	4,657		9,780	
039	Township Contracts (List)				
	Parking Fees	41,458		87,061	
	Miscellaneous	6,000		12,000	
037	Gifts and Bequests	21,830		40,000	
199	Operating Grants (Specify Source)				
	Cox Cable	60,000		60,000	
	Insurance Refund--Lincoln Life	15,000			
	State Student Assistance Comm	7,700			
200	Capital Grants (Specify Source)				
	Transfer From Operating Fund (For LIRF Only)				
030	Rental of Property	4,950		9,900	
031	Sale of Property				
799	Total Columns A and B	525,508		1,089,535	

Spaces other than used

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols X are reserved for the State Board of Tax Commissioners Adjustments.

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1982)

|0|6| | | | | | |

Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1985

PREPARE SEPARATE ESTIMATE FOR EACH FUND

		ESTIMATED AMOUNTS TO BE RECEIVED			
		-A- July 1, 1984 to Dec. 31, 1984	-X- State Board Of Tax Commissioners	-B- Jan. 1, 1985 to Dec. 31, 1985	-X- State Board Of Tax Commissioners
	Bond Redemption FUND				
	SOURCE OF RECEIPTS				
	SPECIAL TAXES:				
001	Intangibles Tax - Banks & Building and Loan	$ 1,000		$ 4,000	
002	License Excise Tax	- 10,300		29,400	
003	Certified Shares (Local Option Tax)				
004	Property Tax Repl. Cr. (Local Option Tax)			XXXXX	
	OTHER REVENUE:				
157	State Distribution				
036	Fines and Fees				
077	Photocopy Fees				
[illegible]	Income From Trusts				
[illegible]	Interest on Investments				
197	County Contractual Library				
198	Library Service Authority				
039	Township Contracts (List)				
037	Gifts and Bequests				
199	Operating Grants (Specify Source)				
200	Capital Grants (Specify Source)				
160	Transfer From Operating Fund (For LIRF Only)				
030	Rental of Property				
031	Sale of Property				
|7|9|9|	Total Columns A and B	$ 11,300		$ 33,400	

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols X are reserved for the State Board of Tax Commissioners Adjustments.

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the Library Board of Allen County Public Library Allen County, Indiana. } Before the Library Board

Notice is hereby given to taxpayers of Allen County Public Library Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at 900 Webster Street, Fort Wayne, Indiana on the 1985 Budget at 3:00 p.m. on 23 August, 1984. Following this meeting, the aforementioned officers of said Library, will meet at 900 Webster St., Fort Wayne, Indiana at 3:00 p.m. on 30 August, 1984 to adopt the following Budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
Library Operating Fund	$ 5,761,749	$ 4,373,991	$	$ .35
Library Improvement Reserve Fund		xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx
Bond and Interest Redemption Fund	360,995	330,580		.03
Fund				
Fund				
Fund				
Fund				
Fund				
Totals	$ 6,122,744	$ 4,704,571	$	$ .38

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

Zohrab K. Tazian
President of Library Board.

James Ganaway
Secretary of Library Board

Mary Koehlinger
Treasurer of Library Board

Dated 3 August, 1984

013

WORKSHEET

BUDGET ESTIMATE OF FUNDS TO BE RAISED AND PROPOSED TAX RATES

Allen County Public LIBRARY, Allen COUNTY

YEAR 19 85

(A worksheet is to be prepared for each fund that requires a tax rate and/or an appropriation)

Operating FUND NET ASSESSED VALUATION $1,391,351,370

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	PUBLISHED BUDGET	LIBRARY BOARD	TAX ADJUSTMENT BOARD	STATE TAX BOARD HEARING OFFICER	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	$5,761,749				
2. Necessary expenditures, July 1 to Dec. 31 of present year, to be made from approp. unexpended	$2,974,326				
3. Additional approp. necessary to be made July 1 to Dec. 31 of present year					
4. Outstanding temporary loans to be paid not included in lines 2 or 3					
5. Total Funds required (add lines 1, 2, 3 and 4)	$8,736,075				
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:					
6. Actual balance, June 30 of present year	$ 637,226				
7. Taxes to be collected, present Year (Dec. settlement)	$2,159,815				
8. Miscellaneous revenue to be received July 1 of present year to Dec. 31 of incoming year (Schedule on File):					
a. Total Column A Budget Form 2	$ 525,508				
b. Total Column B Budget Form 2	$1,089,535				
9. Total Funds (add lines 6, 7, 8a and 8b)	$4,412,084				
10. Net amount be raised for expenses to Dec. 31st of incoming year (deduct line 9 from line 5)	$4,323,991				
11. Operating balance (not in excess of expense Jan. 1st to June 30, less misc. revenue for same period)	$ 50,000				
12. Amount to be raised by tax levy (add lines 10 and 11)	$4,373,991				
13. Property Tax Replacement Credit from Local Option Tax					
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	$4,373,991				
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX		
16. Net Amount to be Raised	$4,373,991				
Net Tax Rate on Each One Hundred Dollars of Taxable Property	.35				

WORKSHEET

BUDGET ESTIMATE OF FUNDS TO BE RAISED AND PROPOSED TAX RATES

Allen County Public LIBRARY, Allen COUNTY

YEAR 19 85

(A worksheet is to be prepared for each fund that requires a tax rate and/or an appropriation)

Bond Redemption FUND NET ASSESSED VALUATION $ 1,391,351,370

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	PUBLISHED BUDGET	LIBRARY BOARD	TAX ADJUSTMENT BOARD	STATE TAX BOARD HEARING OFFICER	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	$ 360,995				
2. Necessary expenditures, July 1 to Dec. 31 of present year, to be made from approp. unexpended	177,083				
3. Additional approp. necessary to be made July 1 to Dec. 31 of present year					
4. Outstanding temporary loans to be paid not included in lines 2 or 3					
5. Total Funds required (add lines 1, 2, 3 and 4)	538,078				
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:					
6. Actual balance, June 30 of present year	182,792				
7. Taxes to be collected, present Year (Dec. settlement)	158,704				
8. Miscellaneous revenue to be received July 1 of present year to Dec. 31 of incoming year (Schedule on File):					
a. Total Column A Budget Form 2	11,300				
b. Total Column B Budget Form 2	33,400				
9. Total Funds (add lines 6, 7, 8a and 8b)	386,196				
10. Net amount be raised for expenses to Dec. 31st of incoming year (deduct line 9 from line 5)	151,882				
11. Operating balance (not in excess of expense Jan. 1st to June 30, less misc. revenue for same period)	178,698				
12. Amount to be raised by tax levy (add lines 10 and 11)	330,580				
13. Property Tax Replacement Credit from Local Option Tax					
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	330,580				
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX		
16. Net Amount to be Raised	330,580				
Net Tax Rate on Each One Hundred Dollars of Taxable Property	.03				

Prescribed by State Board of Accounts

Library Budget Form No. 4 (Rev. 1982)

RESOLUTION OF APPROPRIATIONS

|0|4| | | | | | | |

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 85, and ending December 31, 19 85, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 85, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the | | | | Bond & Interest Redemption Fund of said Library, the following:

	Salaries and Wages		
	Salary of Librarian		
	Salary of Assistants		
	Salary of Treasurer		
	Wages of Janitors		
	Employee Benefits		
	Other Personal Services		
1 0 0	Total Personal Services		
	Office Supplies		
	Operating Supplies		
	Repair and Maintenance Supplies		
	Other Supplies		
2 0 0	Total Supplies		
	Professional Services		
	Communication and Transportation		
	Printing and Advertising		
	Insurance		
	Utility Services		
	Repairs and Maintenance		
	Rentals		
	Debt Service		360,995
	Dues, Interest and Taxes		
	Transfer to Library Improvement Reserve Fund		
3 0 0	Total Other Services and Charges		360,995
	Land, Buildings and Improvements		
	Furniture and Equipment		
	Books		
	Periodicals and Newspapers		
4 0 0	Nonprinted Materials		
	Total Capital Outlays		
	Fund Total 7 9 9		$ 360,995

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Section 3, 4 etc.)

This Resolution shall be in full force and effect from and after its passage.

Pased by the Library Board this 30th day of August, 19 84.

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0758

Prescribed by State Board of Accounts

Library Budget Form No. 4 (Rev. 1982)

RESOLUTION OF APPROPRIATIONS

|0|4| | | | | | | |

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 85, and ending December 31, 19 85, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 85, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the | | | | Operating Fund of said Library, the following:

	Salaries and Wages		
	Salary of Librarian		
	Salary of Assistants	$ 2,884,300	
	Salary of Treasurer		
	Wages of Janitors		
	Employee Benefits	488,149	
	Other Personal Services		
1 0 0	Total Personal Services	3,372,449	
	Office Supplies	50,000	
	Operating Supplies	155,000	
	Repair and Maintenance Supplies	49,000	
	Other Supplies		
2 0 0	Total Supplies	254,000	
	Professional Services	37,500	
	Communication and Transportation	152,300	
	Printing and Advertising	3,700	
	Insurance	38,000	
	Utility Services	381,000	
	Repairs and Maintenance	207,000	
	Rentals	22,000	
	Debt Service		
	Dues, Interest and Taxes	143,000	
	Transfer to Library Improvement Reserve Fund		
3 0 0	Total Other Services and Charges	984,500	
	Land, Buildings and Improvements		
	Furniture and Equipment	50,800	
	Books	776,000	
	Periodicals and Newspapers	202,900	
	Nonprinted Materials	121,100	
4 0 0	Total Capital Outlays	1,150,800	
	Fund Total 7 9 9		$ 5,761,749

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Section 3, 4 etc.)

This Resolution shall be in full force and effect from and after its passage.

Pased by the Library Board this 30th day of August, 19 84.

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0758

BUDGET SUBMISSION LETTER AND CERTIFICATE

TO THE AUDITOR OF ALLEN COUNTY, INDIANA:

The undersigned herewith submits two copies of the budget adopted by the Library Board of Allen County Public Library, _____, Allen County, Indiana, for the year ending December 31, 19 85, for filing and presentation to the County Tax Adjustment Board.

Also submitted are copies of the Proof of Publication of published notice to taxpayers (Two copies from each newspaper.)

_____
President of Library Board

_____
Secretary of Library Board

_____
Treasurer of Library Board

CERTIFICATE AND RESOLUTION OF TAX RATES

The undersigned hereby certifies that the following resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 19 85, has been adopted.

Be it resolved by the Library Board of the Allen County Public Library Allen County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 19 84, to be collected in the year 19 85, the following:

For LIBRARY OPERATING FUND ..... 35 cents

For LIBRARY BOND AND INTEREST REDEMPTION FUND ..... 3 cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

Adopted, certified and respectfully submitted this 30th day of August, 19 84.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____
Member of Library Board Members of Library Board

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purpose herein specified, subject to the laws governing same:

LIBRARY IMPROVEMENT RESERVE FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
Emergency Air-Conditioning Repairs	$35,000	$35,000

Presented to the Allen County Public Library Board, read in full and adopted this 30th day of August, 1984, by the following aye and nay vote.

Aye	Nay
Patricia Beer	
Mary Koehlinger	
James V. Hanaway Jr	
Robert K. Tayman	
Dean McMahan	

ATTEST:

James V. Hanaway Jr
Secretary, Library Board

CERTIFICATE

I, THE UNDERSIGNED JAMES V. GANAWAY, JR., SECRETARY OF THE BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF ALLEN COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, AT A MEETING HELD ON 30 AUGUST 1984.

DATED THIS 30TH DAY OF AUGUST, 1984.

James V. Ganaway Jr.
JAMES V. GANAWAY, JR.

Secretary
SECRETARY - BOARD OF LIBRARY TRUSTEES

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	(1,882.62)	0.00						19,117.38	0.67
10	5102	BOND-PROPERTY	0.00	0.00	0.00	29,000.00	100,000.00	19,395.02	0.00						148,395.02	5.19
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,729.36	0.00						2,729.36	0.10
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	20,241.76	0.00	0.00	0.00	0.00	0.00	0.00	170,241.76	5.95
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	61,170.21	0.00						260,170.21	9.09
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	223,454.07	0.00						2,019,454.07	70.59
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,143.95	0.00						37,143.95	1.30
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	321,768.23	0.00	0.00	0.00	0.00	0.00	0.00	2,316,768.23	80.99
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	342,009.99	0.00	0.00	0.00	0.00	0.00	0.00	2,487,009.99	86.94
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,625.95	8,924.73	7,264.64	8,368.23						57,724.62	2.02
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	7,954.05	6,532.31						53,991.12	1.89
13	5131	GRANTS	4,468.00	3,500.00	4,582.00	10,687.00	40,000.00	4,090.00	0.00						67,327.00	2.35
14	5141	PARKING LOTS	5,439.78	7,071.74	6,447.68	8,210.36	7,648.33	6,925.60	6,992.94						48,736.43	1.70
15	5151	RENT---TRI-ALSA	801.36	775.16	775.16	727.52	721.46	835.02	682.56						5,318.24	0.19
15	5152	RENT---SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	825.00	825.00						6,475.00	0.23
15	5153	RENT---OTHER	234.90	229.66	60.00	10.00	80.00	20.00	10.00						644.56	0.02
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	1,680.02	1,517.56	0.00	0.00	0.00	0.00	0.00	12,437.80	0.43
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	0.00	15.00						316.32	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	0.00	420.00						1,530.00	0.05
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,160.96	770.38						11,739.14	0.41
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	5,160.96	1,205.38	0.00	0.00	0.00	0.00	0.00	13,585.46	0.47
17	5171	INTEREST	5,880.31	2,693.43	5,023.91	6,111.41	7,788.08	8,942.71	7,134.11						43,574.02	1.52
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	40.00	160.00						680.00	0.02
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00						1,000.00	0.03
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	125.32	89.24						450.36	0.02
19	5194	ACPL PUBLICATIONS	0.00	60.00	33.00	52.00	64.05	29.00	22.00						260.05	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	349.95	253.10	275.80						878.85	0.03
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	10.57	40.11						202.12	0.01
19	5198	LOST/DAMAGED MATERIAL	0.00	0.00	0.00	0.00	107.57	113.35	100.82						321.74	0.01
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	450.05	869.46						1,364.24	0.05
19	5201	INTERGOVERNMT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	70,170.34						70,170.34	2.45
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00
19	5300	OTHER INCOME	157.82	302.43	71.52	35.70	126.70	197.10	88.84						980.11	0.03
		TOTAL OTHER INCOME	243.24	362.43	220.90	207.32	758.82	2,178.49	71,656.61	0.00	0.00	0.00	0.00	0.00	75,627.81	2.64
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	44,256.47	103,567.14	0.00	0.00	0.00	0.00	0.00	373,684.26	13.06
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	694,701.04	1,576,635.90	386,266.46	103,567.14	0.00	0.00	0.00	0.00	0.00	2,860,694.25	100.00

ANNUALIZED NON-TAX INCOME 521,528.46 ,+65.6% OVER PRIOR YEAR
LESS RETROSPEC CONVERSION 481,528.46 ,+52.9% OVER PRIOR YEAR

COPIES: RJA, SCF, RWH, JLH, CPH, SBK, DML(2), GAM, WLS, LKS--11

ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

1984 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BOR	LSCA RETROCON	PAYROLL FUND	TOTAL FUNDS
JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77

COPIES: RJA, DML(2), WLS--4

ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

1984 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH JULY 31, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
111	SALARY-DIRECTOR	48,350	3,719.22	7.69		0.00		0.00		0.00		0.00		0.00	27,894.15	57.69
112	SALARY OF ASSISTANTS	2,385,680	192,930.00	8.09		0.00		0.00		0.00		0.00		0.00	1,345,879.80	56.41
114	WAGES OF JANITORS	130,086	11,820.22	9.09		0.00		0.00		0.00		0.00		0.00	82,550.29	63.46
110	SALARIES AND WAGES	2,564,116	208,469.44	8.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,456,324.24	56.80
121	FICA	179,488	14,254.53	7.94		0.00		0.00		0.00		0.00		0.00	106,564.50	59.37
122	UNEMPLOYMENT COMPENSATION	40,000	563.00	1.41		0.00		0.00		0.00		0.00		0.00	7,872.19	19.68
123	PERF	83,580	20,370.83	24.37		0.00		0.00		0.00		0.00		0.00	52,604.33	62.94
124	GROUP INSURANCE	129,000	11,903.20	9.23		0.00		0.00		0.00		0.00		0.00	72,352.17	56.09
120	EMPLOYEE BENEFITS	432,068	47,091.56	10.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	239,393.19	55.41
100	PERSONAL SERVICES	2,996,184	255,561.00	8.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,695,717.43	56.60
211	OFFICIAL RECORDS	350	0.00	0.00		0.00		0.00		0.00		0.00		0.00	0.00	0.00
212	PROMOTIONAL/PRINTING	14,000	2,042.60	14.59		0.00		0.00		0.00		0.00		0.00	13,458.41	96.13
213	OTHER OFFICE SUPPLIES	15,000	3,071.75	20.48		0.00		0.00		0.00		0.00		0.00	16,237.73	108.25
210	OFFICE SUPPLIES	29,350	5,114.35	17.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,696.14	101.18
221	CLEANING SUPPLIES	35,000	0.00	0.00		0.00		0.00		0.00		0.00		0.00	4,337.47	12.39
222	FUEL, OIL AND LUBRICANTS	40,000	1,596.03	3.99		0.00		0.00		0.00		0.00		0.00	21,432.13	53.58
223	OTHER OPERATING SUPPLIES	71,000	9,663.20	13.61		0.00		0.00		0.00		0.00		0.00	45,871.37	64.61
220	OPERATING SUPPLIES	146,000	11,259.23	7.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,640.97	49.07
231	BUILDING SUPPLIES	8,000	853.35	10.67		0.00		0.00		0.00		0.00		0.00	45,371.67	567.15
233	REPAIR PARTS & SUPPLIES	10,000	4,135.43	41.35		0.00		0.00		0.00		0.00		0.00	13,792.38	137.92
234	OTHER MAINT SUPPLIES	5,650	0.00	0.00		0.00		0.00		0.00		0.00		0.00	26.04	0.46
230	REPAIR/MAINT SUPPLIES	23,650	4,988.78	21.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,190.09	250.28
241	VIDEOTAPE	14,000	0.00	0.00		0.00		0.00		0.00		0.00		0.00	0.00	0.00
240	OTHER SUPPLIES	14,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200	SUPPLIES	213,000	21,362.36	10.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,527.20	75.36
311	CONSULTING SERVICES	11,000	1,956.76	17.79		0.00		0.00		0.00		0.00		0.00	20,004.87	181.86
312	BUILDING SERVICES	10,000	980.00	9.80		0.00		0.00		0.00		0.00		0.00	3,290.00	32.90
313	LEGAL SERVICES	4,000	19.50	0.49		0.00		0.00		0.00		0.00		0.00	682.50	17.06
314	OTHER PROFESSL SERVICES	6,500	0.00	0.00		0.00		0.00		0.00		0.00		0.00	2,016.58	31.02
310	PROFESSIONAL SERVICES	31,500	2,956.26	9.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,993.95	82.52
321	TELECOMMUNICATIONS	62,000	4,558.33	7.35		0.00		0.00		0.00		0.00		0.00	31,461.56	50.74
322	POSTAGE	35,000	5,186.12	14.82		0.00		0.00		0.00		0.00		0.00	19,982.93	57.09
323	TRAVELING EXPENSE	10,000	2,983.07	29.83		0.00		0.00		0.00		0.00		0.00	7,744.22	77.44
324	TRAINING & DEVELOPMENT	9,000	250.00	2.78		0.00		0.00		0.00		0.00		0.00	2,668.00	29.64
325	FREIGHT AND PARCEL	1,000	0.00	0.00		0.00		0.00		0.00		0.00		0.00	402.61	40.26
320	COMMUNICATION/TRANSPORT	117,000	12,977.52	11.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,259.32	53.21
331	ADVERTISING/PUBLICATION	2,200	19.86	0.90		0.00		0.00		0.00		0.00		0.00	443.44	20.16
332	PRINTING-OUTSIDE VENDORS	1,500	411.12	27.41		0.00		0.00		0.00		0.00		0.00	599.12	39.94
330	PRINTING & ADVERTISING	3,700	430.98	11.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,042.56	28.18
341	OFFICIAL BONDS	100	0.00	0.00		0.00		0.00		0.00		0.00		0.00	0.00	0.00
342	INSURANCE	34,000	0.00	0.00		0.00		0.00		0.00		0.00		0.00	1,202.00	3.54
340	TOTAL INSURANCE	34,100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,202.00	3.52

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH JULY 31, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-7/31	%	UNEMC BAL	%
111	SALARY-DIRECTOR	48,350	20,455.85	42.31	929.80	1.92	19,526.05	40.38
112	SALARY OF ASSISTANTS	2,385,680	1,039,800.20	43.59	47,893.72	2.01	991,906.48	41.58
114	WAGES OF JANITORS	130,086	47,535.71	36.54	3,334.35	2.56	44,201.36	33.98
110	SALARIES AND WAGES	2,564,116	1,107,791.76	43.20	52,157.87	2.03	1,055,633.89	41.17
121	FICA	179,488	72,923.50	40.63	3,651.05	2.03	69,272.45	38.59
122	UNEMPLOYMENT COMPENSATION	40,000	32,127.81	80.32	563.00	1.41	31,564.81	78.91
123	PERF	83,580	30,975.67	37.06	2,086.31	2.50	28,889.36	34.56
124	GROUP INSURANCE	129,000	56,647.83	43.91	2,435.14	1.89	54,212.69	42.03
120	EMPLOYEE BENEFITS	432,068	192,674.81	44.59	8,735.50	2.02	183,939.31	42.57
100	PERSONAL SERVICES	2,996,184	1,300,466.57	43.40	60,893.37	2.03	1,239,573.20	41.37
211	OFFICIAL RECORDS	350	350.00	100.00	0.00	0.00	350.00	100.00
212	PROMOTIONAL/PRINTING	14,000	541.59	3.87	4,400.32	31.43	(3,858.73)	(27.56)
213	OTHER OFFICE SUPPLIES	15,000	(1,237.73)	(8.25)	119.42	0.80	(1,357.15)	(9.05)
210	OFFICE SUPPLIES	29,350	(346.14)	(1.18)	4,519.74	15.40	(4,865.88)	(16.58)
221	CLEANING SUPPLIES	35,000	30,662.53	87.61	1,351.15	3.86	29,311.38	83.75
222	FUEL, OIL AND LUBRICANTS	40,000	18,567.87	46.42	0.00	0.00	18,567.87	46.42
223	OTHER OPERATING SUPPLIES	71,000	25,128.63	35.39	6,756.81	9.52	18,371.82	25.88
220	OPERATING SUPPLIES	146,000	74,359.03	50.93	8,107.96	5.55	66,251.07	45.38
231	BUILDING SUPPLIES	8,000	(37,371.67)	(467.15)	1,178.53	14.73	(38,550.20)	(481.88)
233	REPAIR PARTS & SUPPLIES	10,000	(3,792.38)	(37.92)	917.33	9.17	(4,709.71)	(47.10)
234	OTHER MAINT SUPPLIES	5,650	5,623.96	99.54	0.00	0.00	5,623.96	99.54
230	REPAIR/MAINT SUPPLIES	23,650	(35,540.09)	(150.28)	2,095.86	8.86	(37,635.95)	(159.14)
241	VIDEOTAPE	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
240	OTHER SUPPLIES	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
200	SUPPLIES	213,000	52,472.80	24.64	14,723.56	6.91	37,749.24	17.72
311	CONSULTING SERVICES	11,000	(9,004.87)	(81.86)	0.00	0.00	(9,004.87)	(81.86)
312	BUILDING SERVICES	10,000	6,710.00	67.10	0.00	0.00	6,710.00	67.10
313	LEGAL SERVICES	4,000	3,317.50	82.94	0.00	0.00	3,317.50	82.94
314	OTHER PROFESSL SERVICES	6,500	4,483.42	68.98	0.00	0.00	4,483.42	68.98
310	PROFESSIONAL SERVICES	31,500	5,506.05	17.48	0.00	0.00	5,506.05	17.48
321	TELECOMMUNICATIONS	62,000	30,538.44	49.26	0.00	0.00	30,538.44	49.26
322	POSTAGE	35,000	15,017.07	42.91	0.00	0.00	15,017.07	42.91
323	TRAVELING EXPENSE	10,000	2,255.78	22.56	0.00	0.00	2,255.78	22.56
324	TRAINING & DEVELOPMENT	9,000	6,332.00	70.36	0.00	0.00	6,332.00	70.36
325	FREIGHT AND PARCEL	1,000	597.39	59.74	0.00	0.00	597.39	59.74
320	COMMUNICATION/TRANSPORT	117,000	54,740.68	46.79	0.00	0.00	54,740.68	46.79
331	ADVERTISING/PUBLICATION	2,200	1,756.56	79.84	0.00	0.00	1,756.56	79.84
332	PRINTING-OUTSIDE VENDORS	1,500	900.88	60.06	518.50	34.57	382.38	25.49
330	PRINTING & ADVERTISING	3,700	2,657.44	71.82	518.50	14.01	2,138.94	57.81
341	OFFICIAL BONDS	100	100.00	100.00	0.00	0.00	100.00	100.00
342	INSURANCE	34,000	32,798.00	96.46	0.00	0.00	32,798.00	96.46
340	TOTAL INSURANCE	34,100	32,898.00	96.48	0.00	0.00	32,898.00	96.48

ALLEN COUNTY P[illegible] LIBRARY--OPERATING FUND
STATEMENT OF EXPE[illegible]ES--THROUGH JULY 31, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
351	UTILITIES-NATURAL GAS	99,000	1,118.40	1.13		0.00		0.00		0.00		0.00		0.00	54,241.65	54.79
352	UTILITIES-ELECTRIC	269,000	23,270.60	8.65		0.00		0.00		0.00		0.00		0.00	141,274.09	52.52
353	UTILITIES-WATER	6,000	623.35	10.39		0.00		0.00		0.00		0.00		0.00	2,727.24	45.45
354	WASTE DISPOSAL SERVICES	8,000	747.47	9.34		0.00		0.00		0.00		0.00		0.00	3,478.59	43.48
350	UTILITY SERVICES	382,000	25,759.82	6.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201,721.57	52.81
361	BUILDINGS-REPAIR/MAINT	107,000	11,219.28	10.49		0.00		0.00		0.00		0.00		0.00	68,729.47	64.23
362	EQUIPMENT-REPAIR/MAINT	100,000	6,342.48	6.34		0.00		0.00		0.00		0.00		0.00	52,329.67	52.33
360	REPAIRS & MAINTENANCE	207,000	17,561.76	8.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121,059.14	58.48
371	BUILDING RENTAL	3,000	200.00	6.67		0.00		0.00		0.00		0.00		0.00	1,400.00	46.67
372	EQUIPMENT RENTAL	21,000	606.53	2.89		0.00		0.00		0.00		0.00		0.00	6,813.67	32.45
370	RENTALS	24,000	806.53	3.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,213.67	34.22
391	DUES & MEMBERSHIPS	4,000	0.00	0.00		0.00		0.00		0.00		0.00		0.00	275.00	6.88
392	INTEREST-TEMPORARY LOANS	42,000	0.00	0.00		0.00		0.00		0.00		0.00		0.00	11,875.00	28.27
394	TRANSFER TO LIRF	117,481	0.00	0.00		0.00		0.00		0.00		0.00		0.00	0.00	0.00
395	BINDERY SERVICES	42,000	2,136.52	5.09		0.00		0.00		0.00		0.00		0.00	11,718.79	27.90
396	COMPUTER SERVICES	76,000	8,738.93	11.50		0.00		0.00		0.00		0.00		0.00	20,201.53	26.58
397	PHOTOGRAPHIC SERVICES	4,000	57.25	1.43		0.00		0.00		0.00		0.00		0.00	330.37	8.26
398	PROPERTY TAXES	2,519	0.00	0.00		0.00		0.00		0.00		0.00		0.00	1,259.05	49.98
390	OTHER SERVICES	288,000	10,932.70	3.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,659.74	15.85
300	OTHER SERVICES & CHARGES	1,087,300	71,425.57	6.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	467,151.95	42.96
440	FURNITURE AND EQUIPMENT	100,700	434.97	0.43		0.00		0.00		0.00		0.00		0.00	53,255.31	52.89
451	BOOKS	668,500	49,698.54	7.43		0.00		0.00		0.00		0.00		0.00	324,324.32	48.52
452	PERIODICALS/NEWSPAPERS	181,450	10,585.58	5.83		0.00		0.00		0.00		0.00		0.00	48,086.82	26.50
453	NONPRINTED MATERIALS	105,050	8,213.24	7.82		0.00		0.00		0.00		0.00		0.00	46,076.14	43.86
450	OTHER CAPITAL OUTLAYS	955,000	68,497.36	7.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	418,487.28	43.82
400	CAPITAL OUTLAYS	1,055,700	68,932.33	6.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	471,742.59	44.69
901	TOTAL OPERATING FUND	5,352,184	417,281.26	7.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,795,139.17	52.22

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH JULY 31, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-7/31	%	UNEMC BAL	%
351	UTILITIES-NATURAL GAS	99,000	44,758.35	45.21	0.00	0.00	44,758.35	45.21
352	UTILITIES-ELECTRIC	269,000	127,725.91	47.48	0.00	0.00	127,725.91	47.48
353	UTILITIES-WATER	6,000	3,272.76	54.55	0.00	0.00	3,272.76	54.55
354	WASTE DISPOSAL SERVICES	8,000	4,521.41	56.52	0.00	0.00	4,521.41	56.52
350	UTILITY SERVICES	382,000	180,278.43	47.19	0.00	0.00	180,278.43	47.19
361	BUILDINGS-REPAIR/MAINT	107,000	38,270.53	35.77	13,296.90	12.43	24,973.63	23.34
362	EQUIPMENT-REPAIR/MAINT	100,000	47,670.33	47.67	2,953.53	2.95	44,716.80	44.72
360	REPAIRS & MAINTENANCE	207,000	85,940.86	41.52	16,250.43	7.85	69,690.43	33.67
371	BUILDING RENTAL	3,000	1,600.00	53.33	0.00	0.00	1,600.00	53.33
372	EQUIPMENT RENTAL	21,000	14,186.33	67.55	18.00	0.09	14,168.33	67.47
370	RENTALS	24,000	15,786.33	65.78	18.00	0.08	15,768.33	65.70
391	DUES & MEMBERSHIPS	4,000	3,725.00	93.13	0.00	0.00	3,725.00	93.13
392	INTEREST-TEMPORARY LOANS	42,000	30,125.00	71.73	0.00	0.00	30,125.00	71.73
394	TRANSFER TO LIRF	117,481	117,481.00	100.00	0.00	0.00	117,481.00	100.00
395	BINDERY SERVICES	42,000	30,281.21	72.10	0.00	0.00	30,281.21	72.10
396	COMPUTER SERVICES	76,000	55,798.47	73.42	5,375.00	7.07	50,423.47	66.35
397	PHOTOGRAPHIC SERVICES	4,000	3,669.63	91.74	0.00	0.00	3,669.63	91.74
398	PROPERTY TAXES	2,519	1,259.95	50.02	0.00	0.00	1,259.95	50.02
390	OTHER SERVICES	288,000	242,340.26	84.15	5,375.00	1.87	236,965.26	82.28
300	OTHER SERVICES & CHARGES	1,087,300	620,148.05	57.04	22,161.93	2.04	597,986.12	55.00
440	FURNITURE AND EQUIPMENT	100,700	47,444.69	47.11	5,713.28	5.67	41,731.41	41.44
451	BOOKS	668,500	344,175.68	51.48	134,352.31	20.10	209,823.37	31.39
452	PERIODICALS/NEWSPAPERS	181,450	133,363.18	73.50	0.00	0.00	133,363.18	73.50
453	NONPRINTED MATERIALS	105,050	58,973.86	56.14	2,789.22	2.66	56,184.64	53.48
450	OTHER CAPITAL OUTLAYS	955,000	536,512.72	56.18	137,141.53	14.36	399,371.19	41.82
400	CAPITAL OUTLAYS	1,055,700	583,957.41	55.31	142,854.81	13.53	441,102.60	41.78
901	TOTAL OPERATING FUND	5,352,184	2,557,044.83	47.78	240,633.67	4.50	2,316,411.16	43.28

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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

24 September 1984

To: All Library Board Members

From: Rick J. Ashton

Re: Regular Board Meeting of 27 September 1984

The Board of Library Trustees will meet on Thursday 27 September at 3:00 p.m. in the meeting room of the Georgetown Branch Library, 6600 East State Boulevard.

The materials in this packet will assist your preparation for the meeting.

I look forward to seeing you Thursday.

RJA:kws

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Georgetown Branch Library
Thursday 27 September 1984
3:00 p.m.

1. Adoption of the Agenda

2. Approval of the minutes of the 30 August 1984 regular Board meeting.

3. Reception of the financial report of 31 August 1984.

4. Report of the Director.

   A. Library use through 31 August 1984.

   B. Summer Reading Program final reports.

   C. Recent promotional activities and other events.

   D. Celebrate Literacy Week.

   E. City Council action on request for funding for additional video equipment.

   F. Gifts and bequests.

   G. Other.

5. Action concerning a tabled item: Proposed property easement at the Georgetown Branch.

6. Opening of bids and awarding of a temporary loan of $450,000.

7. Report of the Insurance Committee and awarding of property and casualty insurance contracts.

8. Approval of a contract with the Indiana State Library for a Library Services and Construction Act Grant of approximately $28,000 for support of the Subregional library service for the blind and physically handicapped.

9. Approval of proposal for auction of surplus personal property.

10. Approval of appeal of action of Allen County Tax Adjustment Board to State Board of Tax Commissioners.

11. Approval of the following salaried appointment:

Emily J. Morris	Records supervisor/assistant department manager, Circulation Services, Grade 3, #441	$13,964.86

12. Approval of payment of the following bills:

9/30	Accounts Payable	$130,372.59
8/17	FICA	7,301.24
8/17	McCormick Center Hotel	60.00
8/17	Summit Bank	741.00
8/17	Charlene P. Holly	110.00
8/21	Indiana Vocational Technical College	60.00
8/22	Access Dayton	80.00
8/24	Summit Bank	707.00
8/28	Jeannette Roembke	2.04
8/28	Angela Holderman	46.28
8/29	East Allen City Schools	82.46
8/29	Ryan Wright	7.00
8/30	Summit Bank	397.00
8/30	Peggy Ballard	5.00
8/31	Library Newsletter	1.00
9/4	PERF-OASI(FICA)	7,439.59
9/4	Blue Cross	6,466.00
9/5	BRS-Dept. #3541	95.00
9/5	ILA	130.00
9/5	Ellen Herriott	30.95
9/5	Mary H. Murphy	3.50
9/5	Paul R. Feaser	15.95
9/6	ILA	20.00
9/6	Summit Bank	401.00
9/7	Summit Health	1,404.36
9/7	Poets & Writers Inc.	1.00
9/7	Parmly Billings Library	2.00
9/7	E. College Athletic Conf.	3.00
9/12	IESD	740.00
9/13	Sheldon Kaye	9.50
9/13	Tri-ALSA	9.50
9/14	Summit Bank	880.00
9/14	Indiana and Michigan	14,277.07
9/14	Signature Inn	68.00
9/14	RKO Bottlers	59.50
9/14	Kenneth Schell	9.95
9/18	PERF-OASI/FICA	7,078.15
9/21	U.S. Postal Service	5,000.00
9/21	Summit Bank	764.00
9/21	Susan M. Hunt	18.00
9/21	Kathryn Witwer	9.38
9/21	Kay Witwer	8.62
9/21	Douglas M. Lehman	55.40

13. Other Business.

14. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

27 SEPTEMBER 1984

The Board of Library Trustees of the Allen County Public Library met in regular monthly session in the Meeting Room of the Georgetown Branch Library at 3:00 p.m. on Thursday 27 September 1984. Members present: Zohrab Tazian, Rae Gates, Mary Koehlinger, James Ganaway, Alan McMahan, Lu Ann Beaman. Member absent: Patricia Beers. Mr. Tazian presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 30 August 1984 regular Board meeting. The Board approved the minutes as circulated.

3. Reception of the financial report of 31 August 1984. Douglas Lehman reported, in response to Board questions at earlier meetings, on the outstanding bonded indebtedness of the Library. The total indebtedness, including principal and interest, is $2,436,115. This debt will be retired on 1 July 1991. Mr. Lehman presented fund balance reports, operating fund expediture reports, and miscellaneous revenue reports. The operating budget showed an unencumbered balance of 34% of the total budget at the end of August, almost exactly on target for the year. Miscellaneous revenue figures for the year continue to show a positive increase, with a 75.6% increase over the same period in 1983, after the major retrospective conversion grant has been removed from totals. The Board received the financial report as presented.

4. Report of the Director. Rick Ashton reported on the following items:

A. Library use through 31 August 1984. For the month of August, total circulation was up only .2% over August 1983. However, the number of reference

questions answered was up 52% and the number of persons attending Library programs was up 121%. For the year to date through 31 August, circulation shows an increase of 5.4%, reference activity shows an increase of 28%, and program attendance has increased 11%. At the end of August, the Library had loaned 1,600,223 items. During the full twelve months of 1981, the Library loaned 1,625,000 items.

B. Summer Reading Program final reports. The final figures and increases over the previous year were distributed. Dr. Ashton thanked the Friends of the Allen County Public Library for the $8,000 gift which supported this very successful program.

C. Recent promotional activities and other events. The Library has staffed a booth at the Community Health Fair at Glenbrook Mall, operated a small branch library in the log cabin during the Johnny Appleseed Festival, and shown its newly named mascot, Gleensleeves, on several occasions during September. A poetry reading by two Fort Wayne poets drew an audience of 40 people on Sunday 23 September. On Sunday 30 September, the Hoosier Voices program sponsored by the Friends of the Allen County Public Library will be presented at 2:00 p.m. in the Main Library auditorium.

D. Celebrate Literacy Week. For its efforts in setting up a basic reading center for adults who lack basic literacy skills, the Library received a plaque and recognition from the International Reading Association. This new center was opened to the public in the Readers' Services department at the Main Library on 23 September.

E. City Council action on request for funding for additional video equipment. The City Council acted favorably, passing a resolution in favor of the grant to the Library. The city administration must now draft an appro-

priation ordinance and present it to Council for Council action. The process is moving forward.

F. Gifts and bequests. The Library has received a gift of $2,000 from Light and Breuning Realtors, to support landscaping work at the Harrison and Washington parking lot. The Library has received official notice that it has been named in the will of Carol Christman of Chicago, Illinois. The estimated estate of $250,000 is to be divided equally among four institutions. The Library gift is restricted for use of the Genealogy department.

G. Other. Library employees, according to a letter received from William Black, president of Indiana and Michigan Electric, increased their contributions by a larger percentage than employees of any other Pacesetter organization, achieving a 71% increase over their 1983 United Way pledge. In addition to giving money to the United Way and their good efforts to the Library, Library employees have also given their blood, 52 units in the past year. The Red Cross will recognize William Carpenter, a Housekeeping employee of the Library, for his reaching the 18-gallon blood donation milestone during the past year.

5. Action concerning a tabled item: Proposed property easement at the Georgetown Branch. No communication has been received from the city of Fort Wayne or Jehl Brothers concerning this item. Therefore, the Board took no action and dropped the matter from consideration until further contact is initiated by the parties seeking the transfer of land.

6. Opening of bids and awarding of a temporary loan of $450,000.00. The following bids were opened:

Fort Wayne National Bank	7.25%
Lincoln National Bank	8.10%
Anthony Wayne Bank	7.50%
Summit Bank	7.90%.

The Board awarded the temporary loan of $450,000.00 to Fort Wayne National Bank.

7. Report of the Insurance Committee and awarding of property and casualty insurance contracts. The Insurance Committee, chaired by Mr. Ganaway and including Mrs. Koehlinger and Mr. McMahan, made the following report: Specifications were prepared by the staff and distributed to insurance agencies in Fort Wayne. Three agencies responded to the request for proposals. Excluding, for purposes of initial consideration, alternate coverages and limits, the following amounts were bid by the three bidders:

Lupke-Rice Associates	$26,410
Insurance & Risk Management	$29,162
Fishering, Sult & Company	$54,574.

The Insurance Committee recommended the awarding of the insurance contract to Lupke-Rice Associates. The Board approved the recommendation and awarded the contract to Lupke-Rice Associates.

8. Approval of a contract with the Indiana State Library for a Library Services and Construction Act grant of approximately $28,000 for the support of the subregional library service for the blind and physically handicapped. The Board approved the contract as presented.

9. Approval of proposal for auction of surplus personal property. The Board approved the proposal as presented, with the suggestion that the free or reduced-fee services of a licensed auctioneer be sought by the staff.

10. Approval of appeal of action of Allen County Tax Adjustment Board to the State Board of Tax Commissioners. The Board approved the petition to appeal as presented.

11. Approval of the following salaried appointment:

Emily J. Morris	Records supervisor/assistant department manager, Circulation Services Grade 3, #441.	$13,964.86

The Board approved the appointment.

12. Approval of payment of the following bills: Dr. Ashton certified that the following claims are true and correct and are supported by itemized invoices or other adequate documentation.

9/30	Accounts Payable	$130,372.59
8/17	FICA	7,301.24
8/17	McCormick Center Hotel	60.00
8/17	Summit Bank	741.00
8/17	Charlene Holly	110.00
8/21	Indiana Vocational Technical College	60.00
8/22	Access Dayton	80.00
8/24	Summit Bank	707.00
8/28	Jeanette Roembke	2.04
8/28	Angela Holderman	46.28
8/29	East Allen County Schools	82.46
8/29	Ryan Wright	7.00
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8/30	Peggy Ballard	5.00
8/31	Library Newsletter	1.00
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9/4	Blue Cross	6,466.00
9/5	BRS-Dept. #3541	95.00
9/5	ILA	130.00
9/5	Ellen Herriott	30.95
9/5	Mary H. Murphy	3.50
9/5	Paul R. Feaser	15.95
9/6	ILA	20.00
9/6	Summit Bank	401.00
9/7	Summit Health	1,404.36
9/7	Poets & Writers Inc.	1.00
9/7	Parmly Billings Library	2.00
9/7	E. College Athletic Conf.	3.00
9/12	ISED	740.00
9/13	Sheldon Kaye	9.50
9/13	Tri-ALSA	9.50
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9/14	Signature Inn	68.00

9/14	RKO Bottlers	59.50
9/14	Kenneth Schell	9.95
9/18	PERF-OASI (FICA)	7,078.15
9/21	U.S. Postal Service	5,000.00
9/21	Summit Bank	764.00
9/21	Susan M. Hunt	18.00
9/21	Kathryn Witwer	9.38
9/21	Kay Witwer	8.62
9/21	Douglas M. Lehman	55.40

The Board approved the payment of the bills.

13. Other business. None.

14. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Awarding of Contracts

PROPERTY AND CASUALTY INSURANCE

The staff of the Library have solicited proposals from several Fort Wayne insurance brokers for property and casualty insurance, the major non-employee insurance business done by the Library.

Proposals have been submitted by Lupke-Rice Associates; Insurance and Risk Management; and Fishering, Sult, & Company.

Because of a tight timetable, the Insurance Committee of the Board of Library Trustees has not yet reviewed the proposals at the time of this writing.

A full report and recommendation will be presented at the Board meeting.

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Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval of Proposal

SURPLUS PROPERTY AUCTION

With the help of the Friends of the Allen County Public Library, the staff proposes to sell at public auction a number of items of personal property no longer needed by the Library. These include three ancient motor vehicles, a number of items of surplus furniture, old office machines, and other miscellaneous items.

Indiana law requires that the sale of items individually valued at over $500 or valued as a group in excess of $1000, must be sold by a licensed auctioneer after a declaration has been made that these items are surplus property and appropriate advertising has been undertaken. If the Board of Library Trustees approves the proposal, an inventory of the items to be declared surplus will be prepared for approval at the October Board meeting, an auctioneer will be secured, Friends volunteers will be enlisted to assist with the sale, and a sale date will be scheduled in late November.

I cannot predict at this time what the proceeds of the sale might be, but the benefit of a cleaner basement will be achieved, along with some significant revenue.

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Rick J. Ashton
director

AGENDA ITEM 10
Requested Action: Approval of Appeal

APPEAL TO STATE BOARD OF TAX COMMISSIONERS

The Library appeared before the Allen County Tax Adjustment Board on 12 September for the annual hearing and approval of budget, levy, and rate. The Tax Adjustment Board approved the budget, levy, and rate as advertised and as approved by the Board of Library Trustees.

Both the Allen County Auditor and the Taxpayers Research Association have expressed concern about potential declines in assessed valuations for units which include the Fort Wayne Enterprise Zone. In order to protect our tax rate at a high enough level to generate the allowable levy in the face of a small decline in assessed valuation, the Library should appeal the Tax Adjustment Board decision to the State Board of Tax Commissioners.

This action merely serves the purpose of gaining a hearing for the Library, in the event that declining assessed valuation, whose impact is as yet unknown, should affect our rate.

The appeal consists of a letter to the State Board of Tax Commissioners, which the Director will prepare and send. Then, if further action is needed, a hearing will be held in Indianapolis.

ALLEN COUNTY PUBLIC LIBRARY

Schedule of Remaining Payments

$3,500,000 Bond Issue of 1977

Interest Rate: 4.4% Term: 13 Years

Payment Date	Principal Payment	Interest Payment	Total Payment	Principal Remaining after Payment	Interest Remaining after Payment	Total Remaining after Payment
7-1-84	$125,000	$52,082.50	$177,082.50	$2,215,000	$400,510.00	$2,615,510.00
1-1-85	130,000	49,395.00	179,395.00	2,085,000	351,115.00	2,436,115.00
7-1-85	135,000	46,600.00	181,600.00	1,950,000	304,515.00	2,254,515.00
1-1-86	135,000	43,697.50	178,697.50	1,815,000	260,817.00	2,075,817.50
7-1-86	145,000	40,795.00	185,795.00	1,670,000	220,022.50	1,890,022.50
1-1-87	145,000	37,677.50	182,677.50	1,525,000	182,345.00	1,707,345.00
7-1-87	150,000	34,560.00	184,560.00	1,375,000	147,785.00	1,522,785.00
1-1-88	155,000	31,335.00	186,335.00	1,220,000	116,450.00	1,336,450.00
-1-88	155,000	27,925.00	182,925.00	1,065,000	88,525.00	1,153,525.00
1-1-89	165,000	24,515.00	189,515.00	900,000	64,010.00	964,010.00
7-1-89	170,000	20,802.50	190,802.50	730,000	43,207.50	773,207.50
1-1-90	175,000	16,977.50	191,977.50	555,000	26,230.00	581,230.00
7-1-90	180,000	12,952.50	192,952.50	375,000	13,277.50	388,277.50
1-1-91	185,000	8,812.50	193,812.50	190,000	4,465.00	194,465.00
7-1-91	190,000	4,465.00	194,465.00	-------	--------	----------

REVISED *

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	(1,882.62)	0.00	0.00					19,117.38	0.65
10	5102	BOND-PROPERTY	0.00	0.00	0.00	25,000.00	100,000.00	19,395.02	0.00	0.00					148,395.02	5.07
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,729.36	0.00	0.00					2,729.36	0.09
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	20,241.76	0.00	0.00	0.00	0.00	0.00	0.00	170,241.76	5.81
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	61,170.21	0.00	0.00					260,170.21	8.88
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	223,454.07	0.00	0.00					2,019,454.07	68.93
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,143.95	0.00	0.00					37,143.95	1.27
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	321,768.23	0.00	0.00	0.00	0.00	0.00	0.00	2,316,768.23	79.08
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	342,009.99	0.00	0.00	0.00	0.00	0.00	0.00	2,487,009.99	84.89
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,625.95	8,924.73	7,284.64	8,368.23	6,204.10					63,928.72	2.18
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	7,954.05	6,532.31	5,952.56 *					59,943.68	2.05
13	5131	GRANTS	4,466.00	3,500.00	4,582.00	10,687.00	40,000.00	4,090.00	0.00	39,102.24					106,429.24	3.63
14	5141	PARKING LOTS	5,439.76	7,071.74	6,447.68	8,210.36	7,648.32	6,925.60	6,992.94	6,914.28					55,650.71	1.90
15	5151	RENT---TRI-ALBA	801.36	775.16	775.16	727.52	721.46	835.02	682.56	1,406.12					6,724.36	0.23
15	5152	RENT---SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	825.00	825.00	875.00					7,350.00	0.25
15	5153	RENT---OTHER	234.90	229.66	60.00	10.00	80.00	20.00	10.00	10.00					654.56	0.02
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	1,680.02	1,517.56	2,291.12	0.00	0.00	0.00	0.00	14,728.92	0.50
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	0.00	15.00	35.00					351.32	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	0.00	420.00	870.00 *					2,400.00	0.08
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,160.96	770.38	327.00					12,066.14	0.41
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	5,160.96	1,205.38	1,232.00	0.00	0.00	0.00	0.00	14,817.46	0.51
17	5171	INTEREST	5,680.31	2,693.49	5,023.91	6,111.41	7,786.08	8,942.71	7,134.11	4,117.46					47,691.48	1.62
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	40.00	160.00	220.00					900.00	0.03
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
19	5192	LINCOLN LIFE-FEES	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00					1,000.00	0.03
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	125.32	89.24	0.00					450.36	0.02
19	5194	ADPL PUBLICATIONS	0.00	60.00	32.00	52.60	64.05	28.00	22.00	29.00					288.05	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	345.95	253.10	275.80	807.02					1,681.87	0.06
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	10.57	40.11	37.47					239.59	0.01
19	5198	LOST/DAMAGED MATERIAL	0.00	0.00	0.00	0.00	107.57	113.35	101.83	625.33					947.07	0.02
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	451.35	868.45	436.65					1,800.85	0.06
19	5311	INTERDEPARTMENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	70,170.34	0.00					70,170.34	2.40
19	5312	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
19	5313	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.55					313.55	0.01
19	5300	OTHER INCOME	157.82	302.43	71.52	35.70	126.70	197.10	88.84	674.47					1,654.58	0.06
		TOTAL OTHER INCOME	243.24	362.43	281.91	207.32	758.82	2,178.45	71,656.61	2,933.45	0.00	0.00	0.00	0.00	76,551.30	2.66
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	44,256.47	103,567.14	68,957.25	0.00	0.00	0.00	0.00	442,641.51	15.11
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	654,701.04	1,576,635.90	386,265.46	103,567.14	68,957.25	0.00	0.00	0.00	0.00	2,929,651.50	100.00

ANNUALIZED NON-TAX INCOME 553,630.45 ,+110.7% OVER PRIOR YEAR
LESS RETROFRED COMMERCIAL 551,222.65 ,+75.6% OVER PRIOR YEAR

COPIES: RJA, SCF, RWH, JLH, CPH, SBK, DML(2), GAM, WLS, LKS--11

ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

1984 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BOR	LSCA RETROCON	PAYROLL FUND	TOTAL FUNDS
JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86

COPIES: RJA, DML(2), WLS--4

ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

1984 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH AUGUST 31, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
111	SALARY-DIRECTOR	48,350	3,719.22	7.69	3,719.22	7.69		0.00		0.00		0.00		0.00	31,613.37	65.38
112	SALARY OF ASSISTANTS	2,385,680	192,930.00	8.09	188,283.66	7.89		0.00		0.00		0.00		0.00	1,534,163.46	64.31
114	WAGES OF JANITORS	130,086	11,820.22	9.09	12,406.11	9.54		0.00		0.00		0.00		0.00	94,956.40	73.00
110	SALARIES AND WAGES	2,564,116	208,469.44	8.13	204,408.99	7.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,660,733.23	64.77
121	FICA	179,488	14,254.53	7.94	14,628.42	8.15		0.00		0.00		0.00		0.00	121,192.92	67.52
122	UNEMPLOYMENT COMPENSATION	40,000	563.00	1.41	915.00	2.29		0.00		0.00		0.00		0.00	8,787.19	21.97
123	PERF	83,580	20,370.83	24.37	0.00	0.00		0.00		0.00		0.00		0.00	52,604.33	62.94
124	GROUP INSURANCE	129,000	11,903.20	9.23	3,562.21	2.76		0.00		0.00		0.00		0.00	75,914.38	58.85
120	EMPLOYEE BENEFITS	432,068	47,091.56	10.90	19,105.63	4.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	258,498.82	59.83
100	PERSONAL SERVICES	2,996,184	255,561.00	8.53	223,514.62	7.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,919,232.05	64.06
211	OFFICIAL RECORDS	350	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	0.00	0.00
212	PROMOTIONAL/PRINTING	14,000	2,042.60	14.59	4,566.42	32.62		0.00		0.00		0.00		0.00	18,024.83	128.75
213	OTHER OFFICE SUPPLIES	15,000	3,071.75	20.48	119.42	0.80		0.00		0.00		0.00		0.00	16,357.15	109.05
210	OFFICE SUPPLIES	29,350	5,114.35	17.43	4,685.84	15.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,381.98	117.14
221	CLEANING SUPPLIES	35,000	0.00	0.00	1,220.59	3.49		0.00		0.00		0.00		0.00	5,558.06	15.88
222	FUEL, OIL AND LUBRICANTS	40,000	1,596.03	3.99	1,070.76	2.68		0.00		0.00		0.00		0.00	22,502.89	56.26
223	OTHER OPERATING SUPPLIES	71,000	9,663.20	13.61	2,918.78	4.11		0.00		0.00		0.00		0.00	48,790.15	68.72
220	OPERATING SUPPLIES	146,000	11,259.23	7.71	5,210.13	3.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76,851.10	52.64
231	BUILDING SUPPLIES	8,000	853.35	10.67	519.57	6.49		0.00		0.00		0.00		0.00	45,891.24	573.64
233	REPAIR PARTS & SUPPLIES	10,000	4,135.43	41.35	1,077.00	10.77		0.00		0.00		0.00		0.00	14,869.38	148.69
234	OTHER MAINT SUPPLIES	5,650	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	26.04	0.46
230	REPAIR/MAINT SUPPLIES	23,650	4,988.78	21.09	1,596.57	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,786.66	257.03
241	VIDEOTAPE	14,000	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	0.00	0.00
240	OTHER SUPPLIES	14,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200	SUPPLIES	213,000	21,362.36	10.03	11,492.54	5.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172,019.74	80.76
311	CONSULTING SERVICES	11,000	1,956.76	17.79	0.00	0.00		0.00		0.00		0.00		0.00	20,004.87	181.86
312	BUILDING SERVICES	10,000	980.00	9.80	112.50	1.13		0.00		0.00		0.00		0.00	3,402.50	34.03
313	LEGAL SERVICES	4,000	19.50	0.49	32.50	0.81		0.00		0.00		0.00		0.00	715.00	17.88
314	OTHER PROFESSL SERVICES	6,500	0.00	0.00	270.00	4.15		0.00		0.00		0.00		0.00	2,286.58	35.18
310	PROFESSIONAL SERVICES	31,500	2,956.26	9.38	415.00	1.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,408.95	83.84
321	TELECOMMUNICATIONS	62,000	4,558.33	7.35	4,242.73	6.84		0.00		0.00		0.00		0.00	35,704.29	57.59
322	POSTAGE	35,000	5,186.12	14.82	224.50	0.64		0.00		0.00		0.00		0.00	20,207.43	57.74
323	TRAVELING EXPENSE	10,000	2,983.07	29.83	159.50	1.60		0.00		0.00		0.00		0.00	7,903.72	79.04
324	TRAINING & DEVELOPMENT	9,000	250.00	2.78	60.00	0.67		0.00		0.00		0.00		0.00	2,728.00	30.31
325	FREIGHT AND PARCEL	1,000	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	402.61	40.26
320	COMMUNICATION/TRANSPORT	117,000	12,977.52	11.09	4,686.73	4.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66,946.05	57.22
331	ADVERTISING/PUBLICATION	2,200	19.86	0.90	17.20	0.78		0.00		0.00		0.00		0.00	460.64	20.94
332	PRINTING-OUTSIDE VENDORS	1,500	411.12	27.41	154.00	10.27		0.00		0.00		0.00		0.00	753.12	50.21
330	PRINTING & ADVERTISING	3,700	430.98	11.65	171.20	4.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,213.76	32.80
341	OFFICIAL BONDS	100	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	0.00	0.00
342	INSURANCE	34,000	0.00	0.00	114.00	0.34		0.00		0.00		0.00		0.00	1,316.00	3.87
340	TOTAL INSURANCE	34,100	0.00	0.00	114.00	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,316.00	3.86

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH AUGUST 31, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-8/31	%	UNEMC BAL	%
111	SALARY-DIRECTOR	48,350	16,736.63	34.62	1,859.61	3.85	14,877.02	30.77
112	SALARY OF ASSISTANTS	2,385,680	851,516.54	35.69	88,952.04	3.73	762,564.50	31.96
114	WAGES OF JANITORS	130,086	35,129.60	27.00	5,107.59	3.93	30,022.01	23.08
110	SALARIES AND WAGES	2,564,116	903,382.77	35.23	95,919.24	3.74	807,463.53	31.49
121	FICA	179,488	58,295.08	32.48	21,202.55	11.81	37,092.53	20.67
122	UNEMPLOYMENT COMPENSATION	40,000	31,212.81	78.03	740.00	1.85	30,472.81	76.18
123	PERF	83,580	30,975.67	37.06	14,322.64	17.14	16,653.03	19.92
124	GROUP INSURANCE	129,000	53,085.62	41.15	7,870.36	6.10	45,215.26	35.05
120	EMPLOYEE BENEFITS	432,068	173,569.18	40.17	44,135.55	10.21	129,433.63	29.96
100	PERSONAL SERVICES	2,996,184	1,076,951.95	35.94	140,054.79	4.67	936,897.16	31.27
211	OFFICIAL RECORDS	350	350.00	100.00	0.00	0.00	350.00	100.00
212	PROMOTIONAL/PRINTING	14,000	(4,024.83)	(28.75)	2,652.31	18.95	(6,677.14)	(47.69)
213	OTHER OFFICE SUPPLIES	15,000	(1,357.15)	(9.05)	282.24	1.88	(1,639.39)	(10.93)
210	OFFICE SUPPLIES	29,350	(5,031.98)	(17.14)	2,934.55	10.00	(7,966.53)	(27.14)
221	CLEANING SUPPLIES	35,000	29,441.94	84.12	739.07	2.11	28,702.87	82.01
222	FUEL, OIL AND LUBRICANTS	40,000	17,497.11	43.74	0.00	0.00	17,497.11	43.74
223	OTHER OPERATING SUPPLIES	71,000	22,209.85	31.28	7,896.58	11.12	14,313.27	20.16
220	OPERATING SUPPLIES	146,000	69,148.90	47.36	8,635.65	5.91	60,513.25	41.45
231	BUILDING SUPPLIES	8,000	(37,891.24)	(473.64)	787.60	9.85	(38,678.84)	(483.49)
233	REPAIR PARTS & SUPPLIES	10,000	(4,869.38)	(48.69)	1,677.84	16.78	(6,547.22)	(65.47)
234	OTHER MAINT SUPPLIES	5,650	5,623.96	99.54	0.00	0.00	5,623.96	99.54
230	REPAIR/MAINT SUPPLIES	23,650	(37,136.66)	(157.03)	2,465.44	10.42	(39,602.10)	(167.45)
241	VIDEOTAPE	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
240	OTHER SUPPLIES	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
200	SUPPLIES	213,000	40,980.26	19.24	14,035.64	6.59	26,944.62	12.65
311	CONSULTING SERVICES	11,000	(9,004.87)	(81.86)	0.00	0.00	(9,004.87)	(81.86)
312	BUILDING SERVICES	10,000	6,597.50	65.98	0.00	0.00	6,597.50	65.98
313	LEGAL SERVICES	4,000	3,285.00	82.13	0.00	0.00	3,285.00	82.13
314	OTHER PROFESSL SERVICES	6,500	4,213.42	64.82	0.00	0.00	4,213.42	64.82
310	PROFESSIONAL SERVICES	31,500	5,091.05	16.16	0.00	0.00	5,091.05	16.16
321	TELECOMMUNICATIONS	62,000	26,295.71	42.41	0.00	0.00	26,295.71	42.41
322	POSTAGE	35,000	14,792.57	42.26	0.00	0.00	14,792.57	42.26
323	TRAVELING EXPENSE	10,000	2,096.28	20.96	0.00	0.00	2,096.28	20.96
324	TRAINING & DEVELOPMENT	9,000	6,272.00	69.69	0.00	0.00	6,272.00	69.69
325	FREIGHT AND PARCEL	1,000	597.39	59.74	0.00	0.00	597.39	59.74
320	COMMUNICATION/TRANSPORT	117,000	50,053.95	42.78	0.00	0.00	50,053.95	42.78
331	ADVERTISING/PUBLICATION	2,200	1,739.36	79.06	0.00	0.00	1,739.36	79.06
332	PRINTING-OUTSIDE VENDORS	1,500	746.88	49.79	522.50	34.83	224.38	14.96
330	PRINTING & ADVERTISING	3,700	2,486.24	67.20	522.50	14.12	1,963.74	53.07
341	OFFICIAL BONDS	100	100.00	100.00	0.00	0.00	100.00	100.00
342	INSURANCE	34,000	32,684.00	96.13	0.00	0.00	32,684.00	96.13
340	TOTAL INSURANCE	34,100	32,784.00	96.14	0.00	0.00	32,784.00	96.14

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH AUGUST 31, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
351	UTILITIES-NATURAL GAS	99,000	1,118.40	1.13	367.00	0.37		0.00		0.00		0.00		0.00	54,608.65	55.16
352	UTILITIES-ELECTRIC	269,000	23,270.60	8.65	22,292.30	8.29		0.00		0.00		0.00		0.00	163,566.39	60.81
353	UTILITIES-WATER	6,000	623.35	10.39	534.27	8.90		0.00		0.00		0.00		0.00	3,261.51	54.36
354	WASTE DISPOSAL SERVICES	8,000	747.47	9.34	723.27	9.04		0.00		0.00		0.00		0.00	4,201.86	52.52
350	UTILITY SERVICES	382,000	25,759.82	6.74	23,916.84	6.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225,638.41	59.07
361	BUILDINGS-REPAIR/MAINT	107,000	11,219.28	10.49	17,232.54	16.11		0.00		0.00		0.00		0.00	85,962.01	80.34
362	EQUIPMENT-REPAIR/MAINT	100,000	6,342.48	6.34	5,609.95	5.61		0.00		0.00		0.00		0.00	57,939.62	57.94
360	REPAIRS & MAINTENANCE	207,000	17,561.76	8.48	22,842.49	11.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143,901.63	69.52
371	BUILDING RENTAL	3,000	200.00	6.67	200.00	6.67		0.00		0.00		0.00		0.00	1,600.00	53.33
372	EQUIPMENT RENTAL	21,000	606.53	2.89	453.47	2.16		0.00		0.00		0.00		0.00	7,267.14	34.61
370	RENTALS	24,000	806.53	3.36	653.47	2.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,867.14	36.95
391	DUES & MEMBERSHIPS	4,000	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	275.00	6.88
392	INTEREST-TEMPORARY LOANS	42,000	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	11,875.00	28.27
394	TRANSFER TO LIRF	117,481	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	0.00	0.00
395	BINDERY SERVICES	42,000	2,136.52	5.09	2,369.10	5.64		0.00		0.00		0.00		0.00	14,087.89	33.54
396	COMPUTER SERVICES	76,000	8,738.93	11.50	8,518.41	11.21		0.00		0.00		0.00		0.00	28,719.94	37.79
397	PHOTOGRAPHIC SERVICES	4,000	57.25	1.43	82.62	2.07		0.00		0.00		0.00		0.00	412.99	10.32
398	PROPERTY TAXES	2,519	0.00	0.00	0.00	0.00		0.00		0.00		0.00		0.00	1,259.05	49.98
390	OTHER SERVICES	288,000	10,932.70	3.80	10,970.13	3.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,629.87	19.66
300	OTHER SERVICES & CHARGES	1,087,300	71,425.57	6.57	63,769.86	5.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530,921.81	48.83
440	FURNITURE AND EQUIPMENT	100,700	434.97	0.43	574.66	0.57		0.00		0.00		0.00		0.00	53,829.97	53.46
451	BOOKS	668,500	49,698.54	7.43	44,729.19	6.69		0.00		0.00		0.00		0.00	369,053.51	55.21
452	PERIODICALS/NEWSPAPERS	181,450	10,585.58	5.83	1,760.58	0.97		0.00		0.00		0.00		0.00	49,847.40	27.47
453	NONPRINTED MATERIALS	105,050	8,213.24	7.82	5,994.69	5.71		0.00		0.00		0.00		0.00	52,070.83	49.57
450	OTHER CAPITAL OUTLAYS	955,000	68,497.36	7.17	52,484.46	5.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470,971.74	49.32
400	CAPITAL OUTLAYS	1,055,700	68,932.33	6.53	53,059.12	5.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	524,801.71	49.71
901	TOTAL OPERATING FUND	5,352,184	417,281.26	7.80	351,836.14	6.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,146,975.31	58.80

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH AUGUST 31, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-8/31	%	UNEXC BAL	%
351	UTILITIES-NATURAL GAS	99,000	44,391.35	44.84	0.00	0.00	44,391.35	44.84
352	UTILITIES-ELECTRIC	269,000	105,433.61	39.19	0.00	0.00	105,433.61	39.19
353	UTILITIES-WATER	6,000	2,738.49	45.64	0.00	0.00	2,738.49	45.64
354	WASTE DISPOSAL SERVICES	8,000	3,798.14	47.48	0.00	0.00	3,798.14	47.48
350	UTILITY SERVICES	382,000	156,361.59	40.93	0.00	0.00	156,361.59	40.93
361	BUILDINGS-REPAIR/MAINT	107,000	21,037.99	19.66	15,357.00	14.35	5,680.99	5.31
362	EQUIPMENT-REPAIR/MAINT	100,000	42,060.38	42.06	5,143.05	5.14	36,917.33	36.92
360	REPAIRS & MAINTENANCE	207,000	63,098.37	30.48	20,500.05	9.90	42,598.32	20.58
371	BUILDING RENTAL	3,000	1,400.00	46.67	0.00	0.00	1,400.00	46.67
372	EQUIPMENT RENTAL	21,000	13,732.86	65.39	260.92	1.24	13,471.94	64.15
370	RENTALS	24,000	15,132.86	63.05	260.92	1.09	14,871.94	61.97
391	DUES & MEMBERSHIPS	4,000	3,725.00	93.13	350.00	8.75	3,375.00	84.38
392	INTEREST-TEMPORARY LOANS	42,000	30,125.00	71.73	0.00	0.00	30,125.00	71.73
394	TRANSFER TO LIRF	117,481	117,481.00	100.00	0.00	0.00	117,481.00	100.00
395	BINDERY SERVICES	42,000	27,912.11	66.46	0.00	0.00	27,912.11	66.46
396	COMPUTER SERVICES	76,000	47,280.06	62.21	5,375.00	7.07	41,905.06	55.14
397	PHOTOGRAPHIC SERVICES	4,000	3,587.01	89.68	52.19	1.30	3,534.82	88.37
398	PROPERTY TAXES	2,519	1,259.95	50.02	0.00	0.00	1,259.95	50.02
390	OTHER SERVICES	288,000	231,370.13	80.34	5,777.19	2.01	225,592.94	78.33
300	OTHER SERVICES & CHARGES	1,087,300	556,378.19	51.17	27,060.66	2.49	529,317.53	48.68
440	FURNITURE AND EQUIPMENT	100,700	46,870.03	46.54	7,294.58	7.24	39,575.45	39.30
451	BOOKS	668,500	299,446.49	44.79	156,029.09	23.34	143,417.40	21.45
452	PERIODICALS/NEWSPAPERS	181,450	131,602.60	72.53	13.95	0.01	131,588.65	72.52
453	NONPRINTED MATERIALS	105,050	52,979.17	50.43	2,957.09	2.81	50,022.08	47.62
450	OTHER CAPITAL OUTLAYS	955,000	484,028.26	50.68	159,000.13	16.65	325,028.13	34.03
400	CAPITAL OUTLAYS	1,055,700	530,898.29	50.29	166,294.71	15.75	364,603.58	34.54
901	TOTAL OPERATING FUND	5,352,184	2,205,208.69	41.20	347,445.80	6.49	1,857,762.89	34.71

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY—1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	(1,882.62)	0.00	0.00					19,117.38	0.65
10	5102	BOND-PROPERTY	0.00	0.00	0.00	29,000.00	100,000.00	19,395.02	0.00	0.00					148,395.02	5.07
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,729.36	0.00	0.00					2,729.36	0.09
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	20,241.76	0.00	0.00	0.00	0.00	0.00	0.00	170,241.76	5.81
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	61,170.21	0.00	0.00					260,170.21	8.88
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	223,454.07	0.00	0.00					2,019,454.07	68.93
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,143.95	0.00	0.00					37,143.95	1.27
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	321,768.23	0.00	0.00	0.00	0.00	0.00	0.00	2,316,768.23	79.08
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	342,009.99	0.00	0.00	0.00	0.00	0.00	0.00	2,487,009.99	84.89
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,625.95	8,924.73	7,284.64	8,368.23	6,204.10					63,928.72	2.18
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	7,954.05	6,532.31	5,962.56					59,953.68	2.05
13	5131	GRANTS	4,468.00	3,500.00	4,582.00	10,687.00	40,000.00	4,090.00	0.00	39,102.24					106,429.24	3.63
14	5141	PARKING LOTS	5,439.78	7,071.74	6,447.68	8,210.36	7,648.33	6,925.60	6,992.94	6,914.28					55,650.71	1.90
15	5151	RENT—TRI-ALSA	801.36	775.16	775.16	727.52	721.46	835.02	682.56	1,406.12					6,724.36	0.23
15	5152	RENT—SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	825.00	825.00	875.00					7,350.00	0.25
15	5153	RENT—OTHER	234.90	229.66	60.00	10.00	80.00	20.00	10.00	10.00					654.56	0.02
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	1,680.02	1,517.56	2,291.12	0.00	0.00	0.00	0.00	14,728.92	0.50
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	0.00	15.00	35.00					351.32	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	0.00	420.00	870.00					2,400.00	0.08
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,160.96	770.38	317.00					12,056.14	0.41
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	5,160.96	1,205.38	1,222.00	0.00	0.00	0.00	0.00	14,807.46	0.51
17	5171	INTEREST	5,880.31	2,693.49	5,023.91	6,111.41	7,788.08	8,942.71	7,134.11	4,117.46					47,691.48	1.63
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	40.00	160.00	220.00					900.00	0.03
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00					1,000.00	0.03
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	125.32	89.24	0.00					450.36	0.02
19	5194	ACPL PUBLICATIONS	0.00	60.00	33.00	52.00	64.05	29.00	22.00	29.00					289.05	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	349.95	253.10	275.80	807.02					1,685.87	0.06
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	10.57	40.11	37.47					239.59	0.01
19	5198	LOST/DAMAGED MATERIAL	0.00	0.00	0.00	0.00	107.57	113.35	100.82	625.33					947.07	0.03
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	450.05	869.46	436.65					1,800.89	0.06
19	5201	INTERGOVERNMENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	70,170.34	0.00					70,170.34	2.40
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.55					313.55	0.01
19	5300	OTHER INCOME	157.82	302.43	71.52	35.70	126.70	197.10	88.84	674.47					1,654.58	0.06
		TOTAL OTHER INCOME	243.24	362.43	220.90	207.32	758.82	2,178.49	71,656.61	2,923.49	0.00	0.00	0.00	0.00	78,551.30	2.68
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	44,256.47	103,567.14	68,957.25	0.00	0.00	0.00	0.00	442,641.51	15.11
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	694,701.04	1,576,635.90	386,266.46	103,567.14	68,957.25	0.00	0.00	0.00	0.00	2,929,651.50	100.00

ANNUALIZED NON-TAX INCOME 663,630.45 ,+110.7% OVER PRIOR YEAR
LESS RETROSPEC CONVERSION 553,222.65 ,+75.6% OVER PRIOR YEAR

COPIES: RJA,DML(2)--3

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND

1984 DATE	RECEIPTS REVENUE SOURCE	RECEIPT	AMOUNT	1984 DATE	DISBURSEMENTS VENDOR/PAYEE	CHECK	AMOUNT	BALANCE
JUL 31	MONTH-END							322,750.91
AUG 01	DAILY DEPOSIT		3,161.74					325,912.65
AUG 02	DAILY DEPOSIT		1,383.50	AUG 02	PERSONAL SERVICES		8,673.38	318,622.77
				AUG 02	SUPPLIES		8.51	318,614.26
AUG 03	DAILY DEPOSIT		1,148.57	AUG 03	OTHER SERV & CHARGES		15.90	319,746.93
AUG 06	DAILY DEPOSIT		875.14					320,622.07
AUG 07	DAILY DEPOSIT		602.43					321,224.50
AUG 08	DAILY DEPOSIT		433.40					321,657.90
AUG 09	DAILY DEPOSIT		824.63					322,482.53
AUG 10	DAILY DEPOSIT		726.55	AUG 10	PERSONAL SERVICES		103,292.13	219,916.95
AUG 10	VOIDED CHECK	1938	4.04	AUG 10	OTHER SERV & CHARGES		53.38	219,867.61
AUG 13	DAILY DEPOSIT		601.25	AUG 13	OTHER SERV & CHARGES		106.18	220,362.68
AUG 14	DAILY DEPOSIT		559.83	AUG 14	PERSONAL SERVICES		915.00	220,007.51
				AUG 14	OTHER SERV & CHARGES		13,469.24	206,538.27
AUG 15	DAILY DEPOSIT		3,483.43	AUG 15	SUPPLIES		16.39	210,005.31
				AUG 15	CAPITAL OUTLAYS		23.90	209,981.41
AUG 16	DAILY DEPOSIT		7,429.86					217,411.27
AUG 17	DAILY DEPOSIT		521.05	AUG 17	PERSONAL SERVICES		7,301.24	210,631.08
				AUG 17	OTHER SERV & CHARGES		60.00	210,571.08
				AUG 17	CAPITAL OUTLAYS		110.00	210,461.08
AUG 20	DAILY DEPOSIT		893.60					211,354.68
AUG 21	DAILY DEPOSIT		560.64	AUG 21	OTHER SERV & CHARGES		60.00	211,855.32
AUG 22	DAILY DEPOSIT		542.22	AUG 22	OTHER SERV & CHARGES		80.00	212,317.54
AUG 23	DAILY DEPOSIT		491.15					212,808.69
AUG 24	DAILY DEPOSIT		522.40	AUG 24	PERSONAL SERVICES		101,116.86	112,214.23
AUG 27	DAILY DEPOSIT		1,283.02					113,497.25
AUG 28	DAILY DEPOSIT		751.26	AUG 28	SUPPLIES		18.10	114,230.41
				AUG 28	OTHER SERV & CHARGES		30.22	114,200.19
AUG 29	DAILY DEPOSIT		497.25					114,697.44
AUG 30	DAILY DEPOSIT		493.43	AUG 30	SUPPLIES		5.00	115,185.87
AUG 31	DAILY DEPOSIT		1,354.20	AUG 31	SUPPLIES		11,444.54	105,095.53
AUG 31	INTEREST		4,117.46	AUG 31	OTHER SERV & CHARGES		49,894.94	59,318.05
AUG 31	VOIDED CHECK	66294	8.00	AUG 31	CAPITAL OUTLAYS		52,925.22	6,400.83
AUG 31	LSCA GRANT REDUCTION		828.76	AUG 31	NET CASH TRF-CHANGER		216.00	7,013.59
				AUG 31	PERSONAL SERVICES		2,216.01	4,797.58
AUG 31	MONTH-END							4,797.58

ALLEN COUNTY PUBLIC LIBRARY--RECORDINGS ENDOWMENT FUND

1984 DATE	RECEIPTS REVENUE SOURCE	RECEIPT	AMOUNT	1984 DATE	DISBURSEMENTS VENDOR/PAYEE	CHECK	AMOUNT	BALANCE
JAN 01								26,189.55
				AUG 03	RECORD ROOM-AMAV	507	100.00	26,089.55
AUG 31	MONTH-END							26,089.55

COPIES: RJA,SCF,DML(2)--4

ALLEN COUNTY PUBLIC LIBRARY--RECORD ROOM DEPOSIT FUND

1984 DATE	RECEIPTS REVENUE SOURCE	RECEIPT	AMOUNT	1984 DATE	DISBURSEMENTS VENDOR/PAYEE	CHECK	AMOUNT	BALANCE
JAN 01								300.00
				MAY 31	DEPOSIT WITHDRAWALS		230.00	70.00
MAY 31	MONTH-END							70.00
				JUN 01	ADRIAN J. GLADIEUX	391	5.00	65.00
				JUN 30	DEPOSIT WITHDRAWALS		15.00	50.00
JUN 30	MONTH-END							50.00
				JUL 31	DEPOSIT WITHDRAWALS		45.00	5.00
JUL 31	MONTH-END							5.00
AUG 03	CK#507 FROM REC END		100.00					105.00
				AUG 31	DEPOSIT WITHDRAWALS		30.00	75.00
AUG 31	MONTH-END							75.00

COPIES: RJA, SCF, RWH, JLH, CPH, SBK, DML(2), GAM, LKS--10

ALLEN COUNTY PUBLIC LIBRARY--GIFT FUND

1984 DATE	RECEIPTS SOURCE	RECEIPT	AMOUNT	1984 DATE	DISBURSEMENTS VENDOR	CHECK	AMOUNT	BALANCE
JUL 31	MONTH-END							8,153.37
AUG 03	C. E. SHAMANOFF	15194	117.00					8,270.37
AUG 03	GENEALOGY CLASS	15195	90.00					8,360.37
AUG 07	GENEALOGY CLASS	15204	60.00					8,420.37
AUG 10	GENEALOGY CLASS	15212	120.00	AUG 10	CONDRA PAYNE-SRP	512	15.64	8,524.73
AUG 17	GENEALOGY CLASS	15222	570.00					9,094.73
AUG 17	NEW HAVEN	BRANCH	10.00					9,104.73
AUG 20	FRATERNAL ORD-EAGLES	15223	200.00					9,304.73
AUG 24	GENEALOGY CLASS	15229	30.00					9,334.73
				AUG 29	E ALLEN CTY SCH--SRP	537	82.46	9,252.27
				AUG 29	RYAN WRIGHT--SRP	538	7.00	9,245.27
				AUG 31	BAKER & TAYLOR-B&T	66448	75.00	9,170.27
AUG 30	MILDRED HIBBEN	15240	25.00	AUG 31	BAKER & TAYLOR-R/S	66448	179.40	9,015.87
				AUG 31	BAKER & TAYLOR-AMAV	66448	35.00	8,980.87
				AUG 31	BOXBERGER'S--SRP	66457	4.10	8,976.77
				AUG 31	BYU PRESS--GC	66460	326.76	8,650.01
				AUG 31	EVA COLLIS--SRP	66484	6.00	8,644.01
				AUG 31	EVERTON PUBL--GC	66504	19.00	8,625.01
				AUG 31	FILMS INC--SRP	66507	135.00	8,490.01
				AUG 31	HECK'S--SRP	66542	14.48	8,475.53
				AUG 31	JUGGLERS ANONYMOUS	66579	15.00	8,460.53
				AUG 31	KMART--SRP	66582	35.63	8,424.90
				AUG 31	NOWAK WILLIAMS--SRP	66633	47.44	8,377.46
				AUG 31	ROGERS MARKETS--SRP	66661	11.69	8,365.77
				AUG 31	SUMMIT CITY NEWS-SRP	66682	795.33	7,570.44
				AUG 31	UNITED SUPPLY-SRP	66697	115.80	7,454.64
				AUG 31	WOODEN NICKEL-SRP	66710	110.50	7,344.14
AUG 31	MONTH-END							7,344.14

COPIES: RJA,SCF,DML(2)--4

ALLEN COUNTY PUBLIC LIBRARY--LSCA TALKING BOOKS FUND

1983-4 RECEIPTS DATE	REVENUE SOURCE	RECEIPT	AMOUNT	1983-4 DISBURSEMENTS DATE	VENDOR/PAYEE	CHECK	AMOUNT	BALANCE
JUL 31	MONTH-END							578.63
				AUG 10	PERSONAL SERVICES		585.11	(6.48)
AUG 28	AUGUST-FINAL-GRANT	15237	835.24					828.76
AUG 31	MONTH-END			AUG 31	SEP 30 UNEX DEDUCT		828.76	.00

COPIES: RJA,JLH,DML(2),LKS--5

ALLEN COUNTY PUBLIC LIBRARY--LSCA RETROSPECTIVE CONVERSION FUND

1984 DATE	RECEIPTS REVENUE SOURCE	RECEIPT	AMOUNT	1984 DATE	DISBURSEMENTS VENDOR/PAYEE	CHECK	AMOUNT	BALANCE
JAN 01	BALANCE FORWARD							0.00
MAY 30	MAY GRANT	15100	40,000.00					40,000.00
				MAY 31	OCLC	65579	6,577.50	33,422.50
				MAY 31	OCLC	65578	14.81	33,407.69
MAY 31	MONTH-END							33,407.69
				JUN 30	OCLC	65964	18,162.50	15,245.19
JUN 30	MONTH-END							15,245.19
				JUL 31	OCLC	66318	23,886.25	(8,641.06)
JUL 31	MONTH-END							(8,641.06)
AUG 23	AUGUST GRANT	15228	33,642.00					25,000.94
				AUG 31	OCLC	66634	31,822.50	(6,821.56)
AUG 31	MONTH-END							(6,821.56)

STOCK AS OF AUGUST 1984

ITEM	TOTAL	PS	B&B	ML	AMAV	B&T	CS	GC	RS	TELE	YAS	GED	HARLAN	HC	LT	MO	NH	PONT	SHAW	TEC	WY	WO	BKM 1	BKM 2	BKM 4	BKM 5	BKM 7	BKM 6
*CIRCULATING MATERIALS																												
B ADULT	826398	675754	150644		149	76892	0	0	598713	0	0	26619	2578	21588	21857	-30	2413	10959	30429	20328	13474	429	0	0	0	0	0	0
B JUV	419205	291601	127604		0	0	291601	0	0	0	0	18474	1928	22268	18922	1360	2555	8077	22017	14896	16124	983	0	0	0	0	0	0
B UNCAT	195669	167790	27879		0	146010	776	0	19281	0	1723	3011	1607	1477	4144	1431	2330	1552	2015	2776	3333	1292	841	853	250	402	565	406
TEMP, ADULT	30084	213	29871		0	0	0	0	0	0	213	2394	1793	2160	774	2734	3207	2815	1605	753	879	2091	2300	2321	1535	1052	1458	0
TEMP, JUVENI	28027	0	28027		0	0	0	0	0	0	0	5045	3111	272	267	2841	3540	2535	97	0	489	2890	1292	1355	1740	1426	1127	0
PER	44808	2467	42341		0	0	2071	0	396	0	0	1218	515	12674	640	850	1109	2970	11920	1452	7197	275	322	315	150	390	344	0
PAMPH	813691	768422	45269		9244	566656	14628	0	129449	0	48445	14622	0	10319	5371	0	596	2143	3958	3890	4370	0	0	0	0	0	0	0
RECORDS	28393	22983	5410		22383	0	600	0	0	0	0	760	361	517	718	378	526	432	409	555	492	262	0	0	0	0	0	0
AUDIO	2515	1855	660		1660	0	14	181	0	0	0	200	0	179	119	0	0	0	17	80	65	0	0	0	0	0	0	0
VIDEO	408	408	0		408	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16MM	526	526	0		526	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8MM	1823	1823	0		1823	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MED KIT	354	341	13		127	0	214	0	0	0	0	0	0	0	0	0	0	0	0	13	0	0	0	0	0	0	0	0
SLIDES	22075	22075	0		22075	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAPS	9399	9222	177		0	9222	0	0	0	0	0	0	0	0	0	0	0	0	0	177	0	0	0	0	0	0	0	0
PRINTS	2198	1730	468		1730	0	0	0	0	0	0	107	30	0	89	26	29	55	51	16	52	13	0	0	0	0	0	0
SOFTWARE	5	0	5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
TOYS	581	246	335		0	0	246	0	0	0	0	20	29	20	75	18	37	0	36	43	21	36	0	0	0	0	0	0
EQUIPT	43	34	9		30	0	0	0	0	4	0	1	0	0	0	1	1	0	4	0	1	1	0	0	0	0	0	0
OTHER	32157	32157	0		0	5735	0	0	26422	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
*NON-CIRCULATING MATERIALS																												
BOOKS	131521	124701	6820		0	-79	-22	124802	0	0	0	1207	115	1295	743	131	164	446	1107	418	1189	5	0	0	0	0	0	0
B UNCAT	2186	1767	419		0	1649	0	0	31	0	87	114	11	43	62	20	58	0	0	0	103	8	0	0	0	0	0	0
PER	75807	67451	8356		0	24084	0	6937	36430	0	0	-465	1347	1328	3868	243	73	143	1134	27	658	0	0	0	0	0	0	0
MICROS	246117	246081	36		0	112529	0	76407	57145	0	0	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAMPH	28953	28930	23		0	8625	0	13843	0	0	6462	0	0	0	0	0	0	0	0	0	23	0	0	0	0	0	0	0
SOFTWARE	448	26	422		0	0	0	0	0	0	26	58	36	46	35	39	30	38	46	41	53	0	0	0	0	0	0	0
OTHER	1166	1118	48		38	617	0	0	21	2	440	0	0	0	0	3	42	0	3	0	0	0	0	0	0	0	0	0
REGIS	163126																											

SUMMARY YEAR-TO-DATE PUBLIC SERVICES DIVISION AS OF AUGUST 1984

ITEM	TOTAL	PS	B&B	ML	AMAV	B&T	CS	GC	RS	TELE	YAS
CIRC STOCK	2458765	1999647	459118	0	60155	804515	310150	181	774261	4	50381
REF STOCK	240117	223993	16124	0	38	34896	-22	145582	36482	2	7015
BOOK CIRC YT	1475943	465172	1010771	336945	0	0	106976	0	21251	0	0
OTHER CIRC Y	124280	96286	27994	9534	75042	634	9078	30	1630	338	0
TOTAL CIRC Y	1600223	561458	1038765	346479	75042	634	116054	30	22881	338	0
% +/- YTD	.054	.084	.038	.087	.221	-.425	.046	*	-.097	1.153	0
REF ANS YTD	184973	172059	12914	3000	9967	60075	7144	30494	49933	0	11446
% +/- YTD	.288	.3	.139	-0.02	1.44	0.23	-0.06	0.36	0.47	*	-.081
PGM ATTEN YT	50325	25907	24418	235	214	232	16915	2540	465	283	5023
% +/- YTD	.117	.172	.085	-.819	0	0	.237	.776	-.372	-.277	.464
PSU'S YTD	2406974	1229805	1177169	354421	155323	125930	141839	286263	138903	1482	25647
% +/- YTD	.081	.135	.029	.075	.493	.263	.014	.032	.335	-.008	-.046
CIRC/FTE-HR	12.06	7.90	16.85	8.18	9.42	0.05	14.76	0.00	1.57	0.05	0.00
REF/FTE-HR	1.39	2.42	0.21	*	1.25	4.61	0.91	2.07	3.42	0.00	1.69
PSU'S/FTE-HR	18.13	17.30	19.09	*	19.51	9.67	18.04	19.47	9.51	0.24	3.79
TURNOVER	1.43	0.61	3.73	0.60	2.22	*	0.54	*	*	*	*
USE IN-HOUSE	879862	519286	360576	0	80937	101369	18774	95985	177558	5010	39652
PATRONS	*	504106	*	504106	*	*	*	*	*	*	*

	CIRC/PATRON	1.34	REF/PATRON*	0.43	PSU/PATRON*	3.55			
REGISTRATION	163126	CIRC/CAPITA	8.16	REF/CAPITA	0.94	COST/CIRC	2.23	COST/CAPITA	18.18
% REGISTERED	0.55	CIRC/REGIS	14.71	PSU/CAPITA	12.27	COST/PSU	1.48		

SUMMARY YEAR-TO-DATE BRANCH&BOOKMOBILES DIVISION AS OF AUGUST 1984

ITEM	B&B	GED	HARLAN	HC	LT	MO	NH	PONT	SHAW	TEC	WY	WO	BKM 1	BKM 2	BKM 4	BKM 5	BKM 7	BKM 6
CIRC STOCK	459118	72471	11952	71474	52976	9609	16343	31538	72558	44984	46497	8272	4755	4844	3675	3270	3494	406
REF STOCK	16124	950	1509	2712	4708	436	367	627	2290	486	2026	13	0	0	0	0	0	0
BOOK CIRC YT	1010771	237974	25117	89712	125524	22038	54139	16912	81571	67789	102287	19798	45033	36306	31364	25943	21180	8084
OTHER CIRC Y	27994	5012	951	3560	4227	1273	3050	583	2388	2387	3544	1007	6	0	0	0	6	0
TOTAL CIRC Y	1038765	242986	26068	93272	129751	23311	57189	17495	83959	70176	105831	20805	45039	36306	31364	25943	21186	8084
% +/- YTD	.038	.052	-.021	.044	.149	-.289	.131	.124	-.072	.077	.193	-.05	-.092	.058	-.017	-.145	-.005	.061
REF ANS YTD	12914	1300	104	1254	994	2470	563	540	919	2708	1820	232	0	8	2	0	0	0
% +/- YTD	.139	-.233	.465	-.257	.14	.724	.193	-.372	.261	.264	.411	3.218	0	-.528	0	0	0	0
PGM ATTEN YT	24418	5154	436	1685	2800	1386	706	2740	2003	780	2381	633	0	0	0	0	0	3714
% +/- YTD	.065	-.025	-.25	-.176	.618	.168	-.151	.201	.499	-.273	-.236	.311	0	0	0	0	0	.257
PSU'S YTD	1177169	249688	26584	97630	133660	29106	59392	20310	88026	76445	111894	21746	45039	36322	31368	25943	21197	9941
% +/- YTD	.029	.048	-.019	.034	.157	-.198	.142	.087	-.061	.09	.196	-.023	-.092	.057	-.017	-.145	-.007	.093
CIRC/FTE-HR	16.85	23.19	18.50	14.41	19.10	10.41	15.49	6.62	14.66	17.07	16.70	13.95	20.29	20.35	18.04	14.54	12.15	8.17
REF/FTE-HR	0.21	0.12	0.07	0.19	0.15	1.10	0.15	0.20	0.16	0.66	0.29	0.16	0.00	0.00	0.00	0.00	0.00	0.00
PSU'S/FTE-HR	19.09	23.83	18.87	15.08	19.68	12.99	16.09	7.68	15.36	18.60	17.66	14.58	20.29	20.36	18.04	14.54	12.15	10.04
TURNOVER	3.73	6.29	3.27	2.23	4.04	3.60	5.36	0.88	1.80	2.53	3.70	3.73	14.21	11.24	12.80	11.90	9.09	29.87
USE IN-HOUSE	360576	101805	10745	38379	53699	9428	23161	7235	34896	29000	43758	8470	*	*	*	*	*	*
PATRONS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

AUGUST 1984 CIRCULATION STATISTICS-COPY FOR RICK ASHTON

USE AUGUST 1984

ITEM	TOTAL	PS	B&B	ML	AMAV	B&T	CS	GC	RS	TELE	YAS	GED	HARLAN	HC	LT	MD	NH	PONT	SHAW	TEC	WY	WO	BKM 1	BKM 2	BKM 4	BKM 5	BKM 7	BKM 6
BKS, AD	105173	40759	64414	38052					2707			13729	1407	6048	9209	720	3012	696	6092	4224	6567	853	2777	2393	2806	2364	1517	
BKS, JU	67638	11250	56388				11250					12028	2290	3713	5555	1081	2943	1432	3973	2927	5238	1532	4065	3400	2232	1914	1805	260
RECORDS	7111	3661	3450		2685		969	7				697	100	495	504	47	404	53	288	269	462	131						
PAMPH	688	673	15	584		69	20												13	2								
PRINTS	511	478	33		478							11		8	1	2					11							
OTHER C	6437	6436	1	274	5421		233		444	64										1								
**TOTAL CIRC	187558	63257	124301	38910	8584	69	12472	7	3151	64	0	26465	3797	10264	15269	1850	6359	2181	10366	7423	12278	2516	6842	5793	5038	4278	3322	260
REF ANSWERED	21439	19431	2008	295	1335	5944	548	5097	5732		483	100	7	108	75	1155	23	61	117	208	119	33			2			
REF REDIRECT	1394	1307	87		85	514		10	683		15	42		13	11	5	1	4	1	4		6						
LIB PGM ATTE	6765	2950	3815				2448	289		48	165	515	4	77	396	140	5	27	150	91	324							184
NON-LIB PGM	9283	7954	1329		7954							281		235			64	121	554		74							
OTHER NON-CI	48970	40374	8596		3196		1029	34461	1573	111	4	124	5	59	70	25	75		8034	56	133	15						
HRS WKD	16391	8764	7627		762	1640	741	2052	1595	920	854	1234	187	755	852	268	428	284	609	596	811	192	392	240	219	288	248	24
USE IN-HOUS	103552	62796	40756	*	9232	11535	1974	14784	20204	555	4512	11019	1582	4176	6316	770	2548	910	4306	3059	5050	1020	*	*	*	*	*	*
DOOR COUNT	*	72566	*	72566	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
PSU'S EARNED	288512	147264	141248	39500	16524	12471	15821	44817	16871	199	1062	27159	3818	10649	15698	4260	6500	2351	10815	7945	12830	2603	6842	5793	5042	4278	3322	352

USE AUGUST 1983

ITEM	TOTAL	PS	B&B	ML	AMAV	B&T	CS	GC	RS	TELE	YAS	GED	HARLAN	HC	LT	MD	NH	PONT	SHAW	TEC	WY	WO	BKM 1	BKM 2	BKM 4	BKM 5	BKM 7	BKM 6
BKS, AD	105076	39135	65941	35827	0	0	0	0	3308	0	0	13212	1062	5921	8800	1489	3086	858	6330	4787	7093	970	3257	2367	2693	2248	1768	0
BKS, JU	68436	11027	57409	0	0	0	11027	0	0	0	0	12681	1746	3684	5396	1746	2748	1073	4384	3460	4703	1390	4688	2960	2720	2105	1429	496
RECORDS	8826	4647	4179	0	3679	0	968	0	0	0	0	824	177	563	584	325	393	44	432	304	408	125	0	0	0	0	0	0
PAMPH	936	917	19	782	0	109	26	0	0	0	0	0	0	0	0	0	0	1	18	0	0	0	0	0	0	0	0	0
PRINTS	629	578	51	0	578	0	0	0	0	0	0	17	0	8	4	1	1	0	10	1	9	0	0	0	0	0	0	0
OTHER C	3297	3175	122	0	2856	0	251	0	50	18	0	2	0	0	0	81	0	0	4	20	0	0	15	0	0	0	0	0
**TOTAL CIRC	187200	59479	127721	36609	7113	109	12272	0	3358	18	0	26736	2985	10176	14784	3642	6228	1976	11178	8572	12213	2485	7960	5327	5413	4353	3197	496
REF ANSWERED	14052	12614	1438	415	318	3923	638	2811	3849	0	660	103	2	140	68	275	34	97	90	368	259	2	0	0	0	0	0	0
REF REDIRECT	1354	1265	89	0	42	48	15	38	1112	0	10	5	0	3	5	10	8	6	2	13	27	2	0	0	0	0	8	0
LIB PGM ATTE	3054	796	2258	0	0	220	373	60	0	10	133	438	31	64	226	189	212	237	27	94	429	0	0	0	0	0	0	311
NON-LIB PGM	8333	7129	1204	1299	5830	0	0	0	0	0	0	330	0	295	0	0	0	56	391	0	132	0	0	0	0	0	0	0
OTHER NON-CI	48935	40086	8849	0	0	0	1021	38966	0	99	0	0	0	0	0	0	0	0	8849	0	0	0	0	0	0	0	0	0
HRS WKD	18883	9995	8888	0	929	1712	1070	1840	2737	753	954	1253	248	942	929	352	470	265	933	708	880	224	408	272	336	272	300	96
USE IN-HOUS																												
DOOR COUNT																												
PSU'S EARNED	271416	128238	143177	37764	9249	8113	14771	44656	12168	122	1397	27249	3005	10565	15038	4297	6410	2309	11471	9368	13006	2491	7960	5327	5413	4353	3205	0

PERCENTAGE INCREASE OR DECREASE FROM PREVIOUS AUGUST

ITEM	TOTAL	PS	B&B	ML	AMAV	B&T	CS	GC	RS	TELE	YAS	GED	HARLAN	HC	LT	MD	NH	PONT	SHAW	TEC	WY	WO	BKM 1	BKM 2	BKM 4	BKM 5	BKM 7	BKM 6
BKS, AD	.001	.041	-.022	.062	0	0	0	0	-.181	0	0	.039	.325	.021	.046	-.515	-.023	-.188	-.037	-.117	-.073	-.12	-.146	.011	.042	.052	-.141	0
BKS, JU	-.011	.02	-.017	0	0	0	.02	0	0	0	0	-.05	.312	.008	.029	-.38	.071	.335	-.093	-.153	.114	.102	-.132	.149	-.178	-.09	.263	-.475
RECORDS	-.193	-.211	-.173	0	-.269	0	.001	0	0	0	0	-.153	-.434	-.12	-.136	-.854	.028	.205	-.332	-.114	.132	.048	0	0	0	0	0	0
PAMPH	-.264	-.265	-.21	-.252	0	-.366	-.23	0	0	0	0	0	0	0	0	0	0	0	-.277	0	0	0	0	0	0	0	0	0
PRINTS	-.187	-.172	-.352	0	-.172	0	0	0	0	0	0	-.352	0	0	-.749	1	0	0	0	0	.222	0	0	0	0	0	0	0
OTHER C	.952	1.027	-.991	0	.898	0	-.071	0	7.88	2.556	0	0	0	0	0	0	0	0	0	-.949	0	0	0	0	0	0	0	0
**TOTAL CIRC	.002	.064	-.026	.063	.207	-.366	.016	0	-.061	2.556	0	-.009	.272	.009	.033	-.491	.021	.104	-.072	-.133	.005	.012	-.139	.087	-.068	-.016	.039	-.475
REF ANSWERED	.526	.54	.396	-.288	3.198	.515	-.14	.813	.489	0	-.272	-.028	2.5	-.228	.103	3.2	-.323	-.37	.3	-.434	-.54	15.5	0	0	0	0	0	0
REF REDIRECT	.03	.033	-.021	0	1.024	9.708	0	-.736	-.385	0	.5	7.4	0	3.333	1.2	-.499	-.874	-.332	-.499	-.691	0	2	0	0	0	0	0	0
LIB PGM ATTE	1.215	2.706	.69	0	0	0	5.563	3.817	0	3.8	.241	.176	-.87	.203	.752	-.258	-.975	-.885	4.556	-.031	-.244	0	0	0	0	0	0	-.407
NON-LIB PGM	.114	.116	.104	0	.364	0	0	0	0	0	0	-.147	0	-.202	0	0	0	1.161	.417	0	-.438	0	0	0	0	0	0	0
OTHER NON-CI	.001	.007	-.028	0	0	0	.008	-.115	0	.121	0	0	0	0	0	0	0	0	-.091	0	0	0	0	0	0	0	0	0
HRS WKD	-.131	-.122	-.141	0	.036	-.041	-.306	.115	-.416	.222	-.104	-.014	-.245	-.198	-.082	-.238	-.088	.072	-.346	-.157	-.077	-.142	-.038	-.117	-.347	.059	-.172	-.749
USE IN-HOUS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
DOOR COUNT	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
PSU'S	.063	.148	-.012	.046	.787	.537	.071	.004	.387	.631	-.239	-.002	.271	.008	.044	-.007	.014	.018	-.056	-.151	-.013	.045	-.139	.087	-.068	-.016	.037	0

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

SUMMER READING PROGRAM 1984
"AIM FOR THE STARS - READ!"
STATISTICS

		% change from 1983
Number of children enrolled at 18 agencies	7386	+22%
Total number of books read	152,718	+11%
Number of children reading ten or more books	3982	+9%
Number of children reading twenty-five or more books	2232	-10%
Number of children reading fifty or more books	807	-29%
Number of children reading one hundred or more books	272	+8%
Attendance at Star Wars, ticket holders only, guests not included Performing Arts Center 8/11 10 am - 390 " " " 8/11 2 pm - 332 New Haven High School 8/13 7 pm - 525 " " " " 8/15 7 pm - 65	1312	+59%
Number of children who completed at least one contract	4535	+32%
Number of recontracts completed	3968	
Juvenile circulation for June and July 1984 at 18 agencies	250,820	+2%
Percentage of registered children who completed at least one contract	61%	+4%
Number of children attending programs	5296	
Number of children attending a final program, for the nine agencies who held one	987	
Number of schools visited	100	

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Rick J. Ashton
director

27 September 1984

PETITION TO APPEAL

I hereby petition and appeal to the State Board of Tax Commissioners the action of the Tax Adjustment Board of Allen County.

In setting the rate for the Allen County Public Library, the Tax Adjustment Board, with uncertain information about assessed valuation figures, may have set a rate which is too low to generate the maximum levy properly advertised and adopted by the Allen County Public Library.

Rick J. Ashton

Rick J. Ashton, Director

RESOLUTION

Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, state of Indiana, that it is desired and deemed necessary to proceed with the proposed appeal as set forth in this petition.

Adopted this 27th day of September 1984

Rae Gates

Susan Simon

Mary Kellogg

Dean McMahan

Donald Bonaparte Jr.

Robert R. Fitzgibbons

Attest: Donald Bonaparte Jr.
Secretary

ACPL
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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 October 1984

To: All Library Board Members

From: Rick Ashton

Re: 25 October 1984 Regular Board Meeting

The Board of Library Trustees will meet at 3:00 p.m. on Thursday 25 October at the Woodburn Branch Library, 4409 Bull Rapids Road in Woodburn.

To refresh your memory on the location of the Woodburn Branch Library, here are some directions: Proceed east on U. S. 24 from New Haven. Turn left on state road 101 and proceed north to Woodburn. At the main intersection in the middle of downtown Woodburn, turn left on Bull Rapids Road. The Branch is in the first block, on the left side of the street. Parking on the street or in the lot across the street from the Branch is available. If you happen to need rescue from some location in eastern Allen County, the telephone number of the Woodburn Branch is 632-4712.

I look forward to seeing you on Thursday.

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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday 25 October 1984
3:00 p.m.
Woodburn Branch Library
4409 Bull Rapids Road
Woodburn, Indiana 46797

1. Adoption of the agenda.

2. Approval of the minutes of the 27 September 1984 regular Board meeting.

3. Reception of the financial report of 30 September 1984.

4. Report of the Director.

   A. Library use through 30 September 1984.
   B. National Federation of Local Cable Programmers' Awards
   C. State aid to public libraries.
   D. 1985-1986 Indiana legislative program and budget requests.
   E. Federal legislative update.
   F. Recent and forthcoming Library programs.
   G. Other.

5. Approval of an application to the Indiana State Library for participation in the Reciprocal Borrowing program for fiscal 1985.

6. Adoption of a surplus property resolution.

7. Approval of lease agreement with Downtown Service Center, Inc.

8. Approval of a resolution to advertise for proposals for operation of Library-owned parking lots.

9. Approval of amendments to authorized staffing table and authorization to fill approved positions.

10. Approval of the following salaried appointments:

John Beatty	Librarian, Genealogy Department, #342 Grade E	$16,205.28
Theresa Tyner	Page, Genealogy Department, #347 Grade 1	$ 8,064.48
David Lipp	Page, Genealogy Department, #348 Grade 1	$ 8.064.48
Kathy Beckman	Clerk, Waynedale Branch, #222 Grade 3	$ 9,954.46

11. Approval of payment of the following bills:

Date	Payee	Amount
10/31	Accounts Payable	$167,640.86
9/24	ILA/ILTA	195.50
9/24	Laura McCaffery	9.50
9/24	Susan E. Pallone	9.50
9/24	Mike J. Ward	3.00
9/24	Leslie A. Bruce	15.95
9/24	Catherine Cenko	5.65
9/24	Fort Wayne Frame Company	168.00
9/25	Michael B. Clegg	9.50
9/25	Paul Deane, Jr.	38.99
9/25	Angela Holderman	6.49
9/27	Debbie McClish	2.95
9/26	Holiday Inn	145.14
9/27	Summit Bank	595.00
9/27	U.S. Postal Service	19.19
9/28	Lupke-Rice	1,684.00
9/28	Blue Cross	6,283.00
9/28	Rick Ashton	9.50
9/28	Linda Rose	33.68
9/28	NAPPS	25.00
9/28	NAPPS	30.00
9/28	NAPPS	30.00
9/28	NAPPS	30.00
9/28	NAPPS	30.00
9/28	NAPPS	30.00
9/28	NAPPS	30.00
10/1	U.S. Postal Service	10.46
10/1	Mutual Benefit Life	2,189.15
10/2	Viacom Cablevision	204.00
10/3	Summit Health	1,462.52
10/3	Deborah Gould	3.95
10/3	Patrick Corriere	80.04
10/4	PERF-OASI/FICA	6,714.36
10/4	Summit Bank	630.00
10/5	AIME	20.00
10/5	Douglas M. Lehman	23.00
10/5	Michael B. Clegg	750.00
10/5	Ernest Williams	1.50
10/9	Kevin M. Kohart	0.60
10/9	Mary J. Schmidt	0.75
10/9	Jean Keyes	0.35
10/9	Earl Yowell	2.00
10/9	Lenoard O. Enquist	2.00
10/9	Friends of ACPL	50.00
10/9	Concern for Dying	6.00
10/9	Smithsonian Institute	3.00
10/9	Indiana Department of Public Instruction	5.00
10/9	Once Upon a Mind	2.00
10/9	JACP Inc.	1.00
10/9	Empl. of Handicapped	40.00
10/9	National Film Market	80.00
10/9	Music Library Association	60.00

Date	Payee	Amount
10/10	AIME	10.00
10/10	U.S. Postal Service	66.15
10/11	Summit Bank	657.00
10/12	Indiana & Michigan	13,661.89
10/12	AIME	10.00
10/12	Peggy J. Ballard	29.36
10/12	Tyrone Cato	27.54
10/12	Phyllis Sherwin	120.16
10/12	Mary R. Voors	148.53
10/12	Margaret Smith	18.23
10/12	Condra Payne	9.50
10/12	Ivy Tech	60.00
10/11	PERF-Employer	17,549.25
10/15	Margaret K. Braden	16.56
10/15	Mary S. Devault	34.44
10/15	Angela Holderman	3.56
10/15	ILTA	15.00
10/15	IESD	18.00
10/17	Martha M. Kohlmeyer	18.23
10/17	Kevin S. Roe	21.33
10/17	Denise K. Buhr	25.37
10/17	Camara Inn	443.15
10/17	Keye Productivity Center	480.00
10/17	U.S. Postal Service	104.81
10/17	Summit Bank	861.00
10/17	PERF-OASI/FICA	6,569.61
10/19	Cathleen M. Arnoldy	33.66
10/19	Charlene P. Holly	20.86
10/19	Steven Fortriede	117.16

12. Other Business.

13. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

25 OCTOBER 1984

The Board of Library Trustees of the Allen County Public Library met in regular monthly session at the Woodburn Branch Library at 3:00 p.m. on Thursday 25 October 1984. Members present: Zohrab Tazian, Rae Gates, James Ganaway, Mary Koehlinger, Lu Ann Beaman, Patricia Beers. Member absent: Alan McMahan. Mr. Tazian presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 27 September 1984 regular Board meeting. The Board approved the minutes as circulated.

3. Reception of the financial report of 30 September 1984. The Board received the financial report as presented by Douglas Lehman, Financial Manager.

4. Report of the Director. Rick Ashton reported on the following matters, several of which had been included as memoranda in the Board packet:

A. Library use through 30 September 1984.

B. National Federation of Local Cable Programmers awards. The staff and community volunteer producers of Channel 10 garnered 7 out of 32 possible awards at the Central States Regional Conference of the National Federation of Local Cable Programmers. These Philo Awards, named for Philo Farnsworth, father of television, signify excellence

in program production and indicate the recognition which Channel 10 continues to receive for its excellent work. Four of the awards went to Library staff members, three to community producers for productions done by Channel 10. All the winning productions will be aired on 27 October, beginning at 7:00 p.m., on Channel 10.

C. State aid to public libraries. Although direct state aid provides only a part of the story, comparative statistics were presented, showing Indiana at a relatively low level of direct state aid to public libraries.

D. 1985-1986 Indiana legislative program and budget requests.

E. Federal legislative update. President Reagan has signed both the five-year extension of the Library Services and Construction Act and the act providing funding for Library Services and Construction Act programs for the current fiscal year. These actions will make possible a reconsideration of the Library's proposal for a $100,000 grant for continuation of retrospective bibliographic conversion.

F. Recent and forthcoming Library programs. An excellent program on the "Treasures of the Allen County Public Library" was presented on 24 October. In addition, information on the many events has been mailed to Board members.

G. Other. St. Mark's Lutheran Church of Monroeville has made a gift of $534 to the Allen County Public Library for the purchase of a display case for the Monroeville Branch Library. The gift is in memory of Ethel Krick, longtime Monroeville Branch librarian, and a member of St. Mark's Church.

5. Approval of an application to the Indiana State Library for participation in the Reciprocal Borrowing program for 1985. The Board approved the application as presented.

6. Adoption of a surplus property resolution. The Board approved the resolution as presented.

7. Approval of lease agreement with Downtown Service Center, Inc. The Board approved the lease agreement as presented.

8. Approval of a resolution to advertise for proposals for operation of Library owned parking lots. The Board approved a resolution to mail requests for proposals to all firms in the parking business in Fort Wayne, with newspaper advertising being unnecessary for this purpose.

9. Approval of amendments to authorized staffing table and authorization to fill approved positions. The Board approved the amendments and authorized filling the approved positions as proposed.

10. Approval of the following salaried appointments: The Board approved the following appointments:

John Beatty	Librarian, Genealogy Department, #342 Grade E	$16,205.28
Theresa Tyner	Page, Genealogy Department, #347, Grade 1	8,064.48
David Lipp	Page, Genealogy Department #348, Grade 1	8,064.48

Kathy Beckman Clerk, Waynedale Branch, #222, Grade 3 $ 9,954.46

11. Approval of payment of the following bills: Dr. Ashton certified that the following bills were true and correct and supported by itemized invoices or other equivalent documentation. The Board approved payment of the bills.

Date	Payee	Amount
10/31	Accounts Payable	$167,640.86
9/24	ILA/ILTA	195.50
9/24	Laura McCaffery	9.50
9/24	Susan E. Pallone	9.50
9/24	Mike J. Ward	3.00
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10/17	U.S. Postal Service	104.81
10/17	Summit Bank	861.00
10/17	PERF-OASI/FICA	6,569.61
10/19	Cathleen M. Arnoldy	33.66
10/19	Charlene P. Holly	20.86
10/19	Steven Fortriede	117.16

12. Other business. None.

13. Adjournment. The Board adjourned.

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ALLEN COUNTY PUBLIC LIBRARY—FUND BALANCE SUMMARY

1984 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BOR	LSCA RETROCON	PAYROLL FUND	TOTAL FUNDS
JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67

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ALLEN COUNTY PUBLIC LIBRARY—CASH BALANCES

1984 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86
SEP 30	153,844.99	2,772.58	200.00	50.00	1,292.10	158,159.67

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH SEPTEMBER 30, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
111	SALARY-DIRECTOR	48,350	3,719.22	7.69	3,719.22	7.69	3,719.22	7.69		0.00		0.00		0.00	35,332.59	73.08
112	SALARY OF ASSISTANTS	2,385,680	192,930.00	8.09	188,283.66	7.89	177,352.71	7.43		0.00		0.00		0.00	1,711,516.17	71.74
114	WAGES OF JANITORS	130,086	11,820.22	9.09	12,406.11	9.54	10,415.23	8.01		0.00		0.00		0.00	105,371.63	81.00
110	SALARIES AND WAGES	2,564,116	208,469.44	8.13	204,408.99	7.97	191,487.16	7.47	0.00	0.00	0.00	0.00	0.00	0.00	1,852,220.39	72.24
121	FICA	179,488	14,254.53	7.94	14,628.42	8.15	14,517.74	8.09		0.00		0.00		0.00	135,710.66	75.61
122	UNEMPLOYMENT COMPENSATION	40,000	563.00	1.41	915.00	2.29	740.00	1.85		0.00		0.00		0.00	9,527.19	23.82
123	PERF	83,580	20,370.83	24.37	0.00	0.00	0.00	0.00		0.00		0.00		0.00	52,604.33	62.94
124	GROUP INSURANCE	129,000	11,903.20	9.23	3,562.21	2.76	14,017.36	10.87		0.00		0.00		0.00	89,931.74	69.71
120	EMPLOYEE BENEFITS	432,068	47,091.56	10.90	19,105.63	4.42	29,275.10	6.78	0.00	0.00	0.00	0.00	0.00	0.00	287,773.92	66.60
100	PERSONAL SERVICES	2,996,184	255,561.00	8.53	223,514.62	7.46	220,762.26	7.37	0.00	0.00	0.00	0.00	0.00	0.00	2,139,994.31	71.42
211	OFFICIAL RECORDS	350	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	0.00	0.00
212	PROMOTIONAL/PRINTING	14,000	2,042.60	14.59	4,566.42	32.62	3,194.37	22.82		0.00		0.00		0.00	21,219.20	151.57
213	OTHER OFFICE SUPPLIES	15,000	3,071.75	20.48	119.42	0.80	216.92	1.45		0.00		0.00		0.00	16,574.07	110.49
210	OFFICE SUPPLIES	29,350	5,114.35	17.43	4,685.84	15.97	3,411.29	11.62	0.00	0.00	0.00	0.00	0.00	0.00	37,793.27	128.77
221	CLEANING SUPPLIES	35,000	0.00	0.00	1,220.59	3.49	785.04	2.24		0.00		0.00		0.00	6,343.10	18.12
222	FUEL, OIL AND LUBRICANTS	40,000	1,596.03	3.99	1,070.76	2.68	1,572.52	3.93		0.00		0.00		0.00	24,075.41	60.19
223	OTHER OPERATING SUPPLIES	71,000	9,663.20	13.61	2,918.78	4.11	7,676.66	10.81		0.00		0.00		0.00	56,466.81	79.53
220	OPERATING SUPPLIES	146,000	11,259.23	7.71	5,210.13	3.57	10,034.22	6.87	0.00	0.00	0.00	0.00	0.00	0.00	86,885.32	59.51
231	BUILDING SUPPLIES	8,000	853.35	10.67	519.57	6.49	836.14	10.45		0.00		0.00		0.00	46,727.38	584.09
233	REPAIR PARTS & SUPPLIES	10,000	4,135.43	41.35	1,077.00	10.77	1,375.80	13.76		0.00		0.00		0.00	16,245.18	162.45
234	OTHER MAINT SUPPLIES	5,650	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	26.04	0.46
230	REPAIR/MAINT SUPPLIES	23,650	4,988.78	21.09	1,596.57	6.75	2,211.94	9.35	0.00	0.00	0.00	0.00	0.00	0.00	62,998.60	266.38
241	VIDEOTAPE	14,000	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	0.00	0.00
240	OTHER SUPPLIES	14,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200	SUPPLIES	213,000	21,362.36	10.03	11,492.54	5.40	15,657.45	7.35	0.00	0.00	0.00	0.00	0.00	0.00	187,677.19	88.11
311	CONSULTING SERVICES	11,000	1,956.76	17.79	0.00	0.00	0.00	0.00		0.00		0.00		0.00	20,004.87	181.86
312	BUILDING SERVICES	10,000	980.00	9.80	112.50	1.13	0.00	0.00		0.00		0.00		0.00	3,402.50	34.03
313	LEGAL SERVICES	4,000	19.50	0.49	32.50	0.81	136.50	3.41		0.00		0.00		0.00	851.50	21.29
314	OTHER PROFESSL SERVICES	6,500	0.00	0.00	270.00	4.15	168.00	2.58		0.00		0.00		0.00	2,454.58	37.76
310	PROFESSIONAL SERVICES	31,500	2,956.26	9.38	415.00	1.32	304.50	0.97	0.00	0.00	0.00	0.00	0.00	0.00	26,713.45	84.80
321	TELECOMMUNICATIONS	62,000	4,558.33	7.35	4,242.73	6.84	3,120.80	5.03		0.00		0.00		0.00	38,825.09	62.62
322	POSTAGE	35,000	5,186.12	14.82	224.50	0.64	5,205.53	14.87		0.00		0.00		0.00	25,412.96	72.61
323	TRAVELING EXPENSE	10,000	2,983.07	29.83	159.50	1.60	378.22	3.78		0.00		0.00		0.00	8,281.94	82.82
324	TRAINING & DEVELOPMENT	9,000	250.00	2.78	60.00	0.67	645.50	7.17		0.00		0.00		0.00	3,373.50	37.48
325	FREIGHT AND PARCEL	1,000	0.00	0.00	0.00	0.00	25.00	2.50		0.00		0.00		0.00	427.61	42.76
320	COMMUNICATION/TRANSPORT	117,000	12,977.52	11.09	4,686.73	4.01	9,375.05	8.01	0.00	0.00	0.00	0.00	0.00	0.00	76,321.10	65.23
331	ADVERTISING/PUBLICATION	2,200	19.86	0.90	17.20	0.78	196.60	8.94		0.00		0.00		0.00	657.24	29.87
332	PRINTING-OUTSIDE VENDORS	1,500	411.12	27.41	154.00	10.27	632.50	42.17		0.00		0.00		0.00	1,385.62	92.37
330	PRINTING & ADVERTISING	3,700	430.98	11.65	171.20	4.63	829.10	22.41	0.00	0.00	0.00	0.00	0.00	0.00	2,042.86	55.21
341	OFFICIAL BONDS	100	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	0.00	0.00
342	INSURANCE	34,000	0.00	0.00	114.00	0.34	1,684.00	4.95		0.00		0.00		0.00	3,000.00	8.82
340	TOTAL INSURANCE	34,100	0.00	0.00	114.00	0.33	1,684.00	4.94	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	8.80

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH SEPTEMBER 30, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-09/30	%	UNEXC BAL	%
111	SALARY-DIRECTOR	48,350	13,017.41	26.92	1,859.61	3.85	11,157.80	23.08
112	SALARY OF ASSISTANTS	2,385,680	674,163.83	28.26	86,894.83	3.64	587,269.00	24.62
114	WAGES OF JANITORS	130,086	24,714.37	19.00	5,096.44	3.92	19,617.93	15.08
110	SALARIES AND WAGES	2,564,116	711,895.61	27.76	93,850.88	3.66	618,044.73	24.10
121	FICA	179,488	43,777.34	24.39	13,254.09	7.38	30,523.25	17.01
122	UNEMPLOYMENT COMPENSATION	40,000	30,472.81	76.18	18.00	0.05	30,454.81	76.14
123	PERF	83,580	30,975.67	37.06	17,549.25	21.00	13,426.42	16.06
124	GROUP INSURANCE	129,000	39,068.26	30.29	3,651.67	2.83	35,416.59	27.45
120	EMPLOYEE BENEFITS	432,068	144,294.08	33.40	34,473.01	7.98	109,821.07	25.42
100	PERSONAL SERVICES	2,996,184	856,189.69	28.58	128,323.89	4.28	727,865.80	24.29
211	OFFICIAL RECORDS	350	350.00	100.00	0.00	0.00	350.00	100.00
212	PROMOTIONAL/PRINTING	14,000	(7,219.20)	(51.57)	3,790.67	27.08	(11,009.87)	(78.64)
213	OTHER OFFICE SUPPLIES	15,000	(1,574.07)	(10.49)	339.48	2.26	(1,913.55)	(12.76)
210	OFFICE SUPPLIES	29,350	(8,443.27)	(28.77)	4,130.15	14.07	(12,573.42)	(42.84)
221	CLEANING SUPPLIES	35,000	28,656.90	81.88	1,670.36	4.77	26,986.54	77.10
222	FUEL, OIL AND LUBRICANTS	40,000	15,924.59	39.81	0.00	0.00	15,924.59	39.81
223	OTHER OPERATING SUPPLIES	71,000	14,533.19	20.47	2,313.72	3.26	12,219.47	17.21
220	OPERATING SUPPLIES	146,000	59,114.68	40.49	3,984.08	2.73	55,130.60	37.76
231	BUILDING SUPPLIES	8,000	(38,727.38)	(484.09)	273.53	3.42	(39,000.91)	(487.51)
233	REPAIR PARTS & SUPPLIES	10,000	(6,245.18)	(62.45)	1,825.06	18.25	(8,070.24)	(80.70)
234	OTHER MAINT SUPPLIES	5,650	5,623.96	99.54	0.00	0.00	5,623.96	99.54
230	REPAIR/MAINT SUPPLIES	23,650	(39,348.60)	(166.38)	2,098.59	8.87	(41,447.19)	(175.25)
241	VIDEOTAPE	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
240	OTHER SUPPLIES	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
200	SUPPLIES	213,000	25,322.81	11.89	10,212.82	4.79	15,109.99	7.09
311	CONSULTING SERVICES	11,000	(9,004.87)	(81.86)	0.00	0.00	(9,004.87)	(81.86)
312	BUILDING SERVICES	10,000	6,597.50	65.98	0.00	0.00	6,597.50	65.98
313	LEGAL SERVICES	4,000	3,148.50	78.71	0.00	0.00	3,148.50	78.71
314	OTHER PROFESSL SERVICES	6,500	4,045.42	62.24	0.00	0.00	4,045.42	62.24
310	PROFESSIONAL SERVICES	31,500	4,786.55	15.20	0.00	0.00	4,786.55	15.20
321	TELECOMMUNICATIONS	62,000	23,174.91	37.38	0.00	0.00	23,174.91	37.38
322	POSTAGE	35,000	9,587.04	27.39	0.00	0.00	9,587.04	27.39
323	TRAVELING EXPENSE	10,000	1,718.06	17.18	0.00	0.00	1,718.06	17.18
324	TRAINING & DEVELOPMENT	9,000	5,626.50	62.52	0.00	0.00	5,626.50	62.52
325	FREIGHT AND PARCEL	1,000	572.39	57.24	0.00	0.00	572.39	57.24
320	COMMUNICATION/TRANSPORT	117,000	40,678.90	34.77	0.00	0.00	40,678.90	34.77
331	ADVERTISING/PUBLICATION	2,200	1,542.76	70.13	0.00	0.00	1,542.76	70.13
332	PRINTING-OUTSIDE VENDORS	1,500	114.38	7.63	0.00	0.00	114.38	7.63
330	PRINTING & ADVERTISING	3,700	1,657.14	44.79	0.00	0.00	1,657.14	44.79
341	OFFICIAL BONDS	100	100.00	100.00	0.00	0.00	100.00	100.00
342	INSURANCE	34,000	31,000.00	91.18	0.00	0.00	31,000.00	91.18
340	TOTAL INSURANCE	34,100	31,100.00	91.20	0.00	0.00	31,100.00	91.20

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH SEPTEMBER 30, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
351	UTILITIES-NATURAL GAS	99,000	1,118.40	1.13	367.00	0.37	23.28	0.02		0.00		0.00		0.00	54,631.93	55.18
352	UTILITIES-ELECTRIC	269,000	23,270.60	8.65	22,292.30	8.29	22,971.65	8.54		0.00		0.00		0.00	186,538.04	69.34
353	UTILITIES-WATER	6,000	623.35	10.39	534.27	8.90	682.88	11.38		0.00		0.00		0.00	3,944.39	65.74
354	WASTE DISPOSAL SERVICES	8,000	747.47	9.34	723.27	9.04	911.91	11.40		0.00		0.00		0.00	5,113.77	63.92
350	UTILITY SERVICES	382,000	25,759.82	6.74	23,916.84	6.26	24,589.72	6.44	0.00	0.00	0.00	0.00	0.00	0.00	250,228.13	65.50
361	BUILDINGS-REPAIR/MAINT	107,000	11,219.28	10.49	17,232.54	16.11	8,120.38	7.59		0.00		0.00		0.00	94,082.39	87.93
362	EQUIPMENT-REPAIR/MAINT	100,000	6,342.48	6.34	5,609.95	5.61	10,345.77	10.35		0.00		0.00		0.00	68,285.39	68.29
360	REPAIRS & MAINTENANCE	207,000	17,561.76	8.48	22,842.49	11.04	18,466.15	8.92	0.00	0.00	0.00	0.00	0.00	0.00	162,367.78	78.44
371	BUILDING RENTAL	3,000	200.00	6.67	200.00	6.67	200.00	6.67		0.00		0.00		0.00	1,800.00	60.00
372	EQUIPMENT RENTAL	21,000	606.53	2.89	453.47	2.16	749.79	3.57		0.00		0.00		0.00	8,016.93	38.18
370	RENTALS	24,000	806.53	3.36	653.47	2.72	949.79	3.96	0.00	0.00	0.00	0.00	0.00	0.00	9,816.93	40.90
391	DUES & MEMBERSHIPS	4,000	0.00	0.00	0.00	0.00	350.00	8.75		0.00		0.00		0.00	625.00	15.63
392	INTEREST-TEMPORARY LOANS	42,000	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	11,875.00	28.27
394	TRANSFER TO LIRF	117,481	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	0.00	0.00
395	BINDERY SERVICES	42,000	2,136.52	5.09	2,369.10	5.64	1,600.29	3.81		0.00		0.00		0.00	15,688.18	37.35
396	COMPUTER SERVICES	76,000	8,738.93	11.50	8,518.41	11.21	4,209.46	5.54		0.00		0.00		0.00	32,929.40	43.33
397	PHOTOGRAPHIC SERVICES	4,000	57.25	1.43	82.62	2.07	63.47	1.59		0.00		0.00		0.00	476.46	11.91
398	PROPERTY TAXES	2,519	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	1,259.05	49.98
390	OTHER SERVICES	288,000	10,932.70	3.80	10,970.13	3.81	6,223.22	2.16	0.00	0.00	0.00	0.00	0.00	0.00	62,853.09	21.82
300	OTHER SERVICES & CHARGES	1,087,300	71,425.57	6.57	63,769.86	5.86	62,421.53	5.74	0.00	0.00	0.00	0.00	0.00	0.00	593,343.34	54.57
440	FURNITURE AND EQUIPMENT	100,700	434.97	0.43	574.66	0.57	3,232.15	3.21		0.00		0.00		0.00	57,062.12	56.67
451	BOOKS	668,500	49,698.54	7.43	44,729.19	6.69	42,183.33	6.31		0.00		0.00		0.00	411,236.84	61.52
452	PERIODICALS/NEWSPAPERS	181,450	10,585.58	5.83	1,760.58	0.97	4,229.10	2.33		0.00		0.00		0.00	54,076.50	29.80
453	NONPRINTED MATERIALS	105,050	8,213.24	7.82	5,994.69	5.71	2,989.72	2.85		0.00		0.00		0.00	55,060.55	52.41
450	OTHER CAPITAL OUTLAYS	955,000	68,497.36	7.17	52,484.46	5.50	49,402.15	5.17	0.00	0.00	0.00	0.00	0.00	0.00	520,373.89	54.49
400	CAPITAL OUTLAYS	1,055,700	68,932.33	6.53	53,059.12	5.03	52,634.30	4.99	0.00	0.00	0.00	0.00	0.00	0.00	577,436.01	54.70
901	TOTAL OPERATING FUND	5,352,184	417,281.26	7.80	351,836.14	6.57	351,475.54	6.57	0.00	0.00	0.00	0.00	0.00	0.00	3,498,450.85	65.36

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—THROUGH SEPTEMBER 30, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-09/30	%	UNENC BAL	%
351	UTILITIES-NATURAL GAS	99,000	44,368.07	44.82	0.00	0.00	44,368.07	44.82
352	UTILITIES-ELECTRIC	269,000	82,461.96	30.66	0.00	0.00	82,461.96	30.66
353	UTILITIES-WATER	6,000	2,055.61	34.26	0.00	0.00	2,055.61	34.26
354	WASTE DISPOSAL SERVICES	8,000	2,886.23	36.08	0.00	0.00	2,886.23	36.08
350	UTILITY SERVICES	382,000	131,771.87	34.50	0.00	0.00	131,771.87	34.50
361	BUILDINGS-REPAIR/MAINT	107,000	12,917.61	12.07	19,903.65	18.60	(6,986.04)	(6.53)
362	EQUIPMENT-REPAIR/MAINT	100,000	31,714.61	31.71	3,529.78	3.53	28,184.83	28.18
360	REPAIRS & MAINTENANCE	207,000	44,632.22	21.56	23,433.43	11.32	21,198.79	10.24
371	BUILDING RENTAL	3,000	1,200.00	40.00	0.00	0.00	1,200.00	40.00
372	EQUIPMENT RENTAL	21,000	12,983.07	61.82	200.00	0.95	12,783.07	60.87
370	RENTALS	24,000	14,183.07	59.10	200.00	0.83	13,983.07	58.26
391	DUES & MEMBERSHIPS	4,000	3,375.00	84.38	0.00	0.00	3,375.00	84.38
392	INTEREST-TEMPORARY LOANS	42,000	30,125.00	71.73	0.00	0.00	30,125.00	71.73
394	TRANSFER TO LIRF	117,481	117,481.00	100.00	0.00	0.00	117,481.00	100.00
395	BINDERY SERVICES	42,000	26,311.82	62.65	0.00	0.00	26,311.82	62.65
396	COMPUTER SERVICES	76,000	43,070.60	56.67	5,375.00	7.07	37,695.60	49.60
397	PHOTOGRAPHIC SERVICES	4,000	3,523.54	88.09	35.85	0.90	3,487.69	87.19
398	PROPERTY TAXES	2,519	1,259.95	50.02	0.00	0.00	1,259.95	50.02
390	OTHER SERVICES	288,000	225,146.91	78.18	5,410.85	1.88	219,736.06	76.30
300	OTHER SERVICES & CHARGES	1,087,300	493,956.66	45.43	29,044.28	2.67	464,912.38	42.76
440	FURNITURE AND EQUIPMENT	100,700	43,637.88	43.33	11,024.76	10.95	32,613.12	32.39
451	BOOKS	668,500	257,263.16	38.48	165,163.32	24.71	92,099.84	13.78
452	PERIODICALS/NEWSPAPERS	181,450	127,373.50	70.20	0.00	0.00	127,373.50	70.20
453	NONPRINTED MATERIALS	105,050	49,989.45	47.59	3,299.58	3.14	46,689.87	44.45
450	OTHER CAPITAL OUTLAYS	955,000	434,626.11	45.51	168,462.90	17.64	266,163.21	27.87
400	CAPITAL OUTLAYS	1,055,700	478,263.99	45.30	179,487.66	17.00	298,776.33	28.30
901	TOTAL OPERATING FUND	5,352,184	1,853,733.15	34.64	347,068.65	6.48	1,506,664.50	28.15

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY—1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	(1,882.62)	0.00	0.00	5,000.00				24,117.38	0.73
10	5102	BOND-PROPERTY	0.00	0.00	0.00	29,000.00	100,000.00	19,395.02	0.00	0.00	15,000.00				163,395.02	4.96
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,729.36	0.00	0.00	0.00				2,729.36	0.08
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	20,241.76	0.00	0.00	20,000.00	0.00	0.00	0.00	190,241.76	5.77
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	61,170.21	0.00	0.00	75,000.00				335,170.21	10.17
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	223,454.07	0.00	0.00	185,000.00				2,204,454.07	66.88
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,143.95	0.00	0.00	0.00				37,143.95	1.13
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	321,768.23	0.00	0.00	260,000.00	0.00	0.00	0.00	2,576,768.23	78.18
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	342,009.99	0.00	0.00	280,000.00	0.00	0.00	0.00	2,767,009.99	83.95
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,625.95	8,924.73	7,284.64	8,368.23	6,204.10	6,651.25				70,579.97	2.14
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	7,954.05	6,532.31	5,962.56	5,124.86				65,078.54	1.97
13	5131	GRANTS	4,468.00	3,500.00	4,582.00	10,687.00	40,000.00	4,090.00	0.00	39,102.24	29,347.00				135,776.24	4.12
14	5141	PARKING LOTS	5,439.78	7,071.74	6,447.68	8,210.36	7,648.33	6,925.60	6,992.94	6,914.28	7,169.05				62,819.76	1.91
15	5151	RENT—TRI-ALSA	801.36	775.16	775.16	727.52	721.46	835.02	682.56	1,406.12	0.00				6,724.36	0.20
15	5152	RENT—SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	825.00	825.00	875.00	825.00				8,175.00	0.25
15	5153	RENT—OTHER	234.90	229.66	60.00	10.00	80.00	20.00	10.00	10.00	600.00				1,254.56	0.04
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	1,680.02	1,517.56	2,291.12	1,425.00	0.00	0.00	0.00	16,153.92	0.49
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	0.00	15.00	35.00	3.81				355.13	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	0.00	420.00	870.00	0.00				2,400.00	0.07
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,160.96	770.38	317.00	2,307.20				14,363.34	0.44
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	5,160.96	1,205.38	1,222.00	2,311.01	0.00	0.00	0.00	17,118.47	0.52
17	5171	INTEREST	5,880.31	2,693.49	5,023.91	6,111.41	7,788.08	8,942.71	7,134.11	4,117.46	2,248.01				49,539.49	1.52
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	40.00	160.00	220.00	220.00				1,120.00	0.03
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00				30,000.00	0.91
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	344.20				1,344.20	0.04
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	125.32	89.24	0.00	114.74				565.10	0.02
19	5194	ACPL PUBLICATIONS	0.00	60.00	33.00	52.00	64.05	29.00	22.00	29.00	28.45				317.50	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	349.95	253.10	275.80	807.02	400.80				2,086.67	0.06
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	10.57	40.11	37.47	20.30				259.89	0.01
19	5198	LOST/DAMAGED MATERIAL	0.00	0.00	0.00	0.00	107.57	113.35	100.82	625.33	467.22				1,414.29	0.04
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	450.05	869.46	436.65	61.90				1,862.79	0.06
19	5201	INTERGOVERNMT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	70,170.34	0.00	0.00				70,170.34	2.13
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.55	322.5				636.05	0.02
19	5300	OTHER INCOME	157.82	302.43	71.52	35.70	126.70	197.10	88.84	674.47	113.79				1,768.37	0.05
		TOTAL OTHER INCOME	243.24	362.43	220.90	207.32	758.82	2,178.49	71,656.61	2,923.49	31,873.90	0.00	0.00	0.00	110,425.20	3.35
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	44,256.47	103,567.14	68,957.25	86,370.08	0.00	0.00	0.00	529,011.59	16.05
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	694,701.04	1,576,635.90	386,266.46	103,567.14	68,957.25	366,370.08	0.00	0.00	0.00	3,296,021.58	100.00

ANNUALIZED NON-TAX INCOME 705,348.79 ,+123.9% OVER PRIOR YEAR
LESS RETROSPEC CONVERSION 572,015.45 ,+81.6% OVER PRIOR YEAR

COPIES: RJA, SCF, DML(2)--4

ALLEN COUNTY PUBLIC LIBRARY--LSCA TALKING BOOKS FUND

1984 DATE	RECEIPTS REVENUE SOURCE	RECEIPT	AMOUNT	1984 DATE	DISBURSEMENTS VENDOR/PAYEE	CHECK	AMOUNT	BALANCE
AUG 31	FISCAL YEAR/MO-END							.00
				OCT 05	PERSONAL SERVICES		884.46	(884.46)
OCT 09	OCTOBER GRANT	15302	2,829.00					1,944.54
				OCT 12	OTHER SERV & CHARGES	642	136.62	1,807.92
				OCT 19	PERSONAL SERVICES		865.32	942.60
OCT 31	MONTH-END							942.60

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Rick J. Ashton
director

25 OCTOBER 1984

BOARD OF LIBRARY TRUSTEES

SPECIAL FINANCIAL EXHIBIT

CASH MANAGEMENT STRATEGY

	1983	9/30/84	12/31/84*
Interest Income	$77,812.00	$49,939.49	$72,000.00
Interest Expense	$42,895.94	$11,875.00	$16,000.00
Net	$34,916.06	$38,064.49	$56,000.00

This represents a projected gain of about $21,000 in net interest income in 1984 over 1983.

At current interest rates, to keep the operating fund from overdraft, our real annual interest expense is probably about $20,000. The ultimate answer might be a line of credit arrangement where we use only the amount we need for exactly the number of days it is required. This might reduce our interest expense annually to $12,000 or less. Ideally the net interest income will be over $60,000.

*Projected

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Operating Fund Subaccounts Over Budget

Special Exhibit #1

Subaccount	Description	Budget	Overage*
212	Promotional/ Printing	$14,000	$11,009.87
213	Oth Off Supp	15,000	1,913.55
231	Bldg Supplies	8,000	39,000.91
233	Bldg Rep Parts	10,000	8,070.24
	Total Supplies		59,994.57
311	Consulting	11,000	9,004.87
361	Bldg Repair	107,000	6,986.04
	Other Services & Charges		15,990.91
	Grand Total		75,985.48

We have to cover this overage from other operating fund accounts that are under budget. This amount will very likely be $100,000 by year end.

*At 30 September including encumbrances.

Doug Lehman
17 October 1984

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AGENDA ITEM 4 A
Requested Action: Report

LIBRARY USE THROUGH 30 SEPTEMBER 1984

During the month of September, the Library circulated 161,029 books and other items to the public. The Library answered 20,472 reference and information questions during the same month. The circulation figure represented an increase of 4.7% over September 1983. The reference and information question figure represented a 55.7% increase. Waynedale Branch Library had the leading circulation increase, at 17.7%. The Main Library circulation increased 13.6%, while circulation for the Branch and Bookmobile division as a whole declined slightly, at .3%.

For the year through September, the Library has circulated 1,761,252 books and other items, an increase of 5.3% over the first nine months of 1983. 205,445 reference and information questions have been answered, an increase of 31% over the same nine months in 1983.

A much fuller statistical report is available. I will be glad to share all or any part of it with you.

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director

Agenda Item 4B
Requested Action: Report

PRESS RELEASE

FOR IMMEDIATE RELEASE

FOR FURTHER INFORMATION:
Steven Fortriede, Manager
Public Services Division
424-7241

LOCAL ACCESS PRODUCERS WIN REGIONAL RECOGNITION

At the Central States Region Conference of the National Federation of Local Cable Programmers, 116 entries from 50 different local cable access facilities competed for 32 Philo Awards for excellence in video production. The Philo Award takes its name from that of Philo T. Farnsworth, a Fort Wayne native, recognized as the Father of Television.

Fort Wayne producers took seven awards with three first place awards and four second place awards. All the local winners created their video productions through the Cox Cable public access facilities at the Allen County Public Library. Four of the seven local winners are community producers making use of public access for the creative expression of their talent. Three winners are members of the staff of the Library's Telecommunication Center.

The programs and producers recognized for excellence are:

The Uncle Ducky Show — 1st Prize
Doug Wylie, Producer
Category: Entertainment Programming

Prison — 1st Prize
Eric Mollberg, Producer
Category: Music Video

Hearts and Minds — 1st Prize
Angie Scofield, Producer
Category: Documentary Profile

Toe Jam — 2nd Prize
Fred Rothert, Producer
Category: Entertainment Music

Against the Odds — 2nd Prize
Marie Williams, Producer
Category: Minority Programming

Silly Willy Kids Around — 2nd Prize
Karl Peterson
Category: Programming for/by Children

Crazy Over You — 2nd Prize
Mike Loveless, Producer
Category: Creative Use of Video/Music Video

All seven winning productions will be aired on Channel 10 on both Citizen's Cable and Cox Cable beginning at 7 p.m. on Saturday, October 27 in conjunction with an Open House at the Telecommunication Center at the Main Library, 900 Webster Street. Each production will be preceeded by a live interview with its producer. The community is invited to view these winning productions at home or attend the Open House where they can view them on a six-foot screen, and tour the public access studio, meet the winning producers and the staff of the Telecommunication Center, and discover the world of public access television production.

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director

AGENDA ITEM 4 C
Requested Action: Report

STATE AID TO PUBLIC LIBRARIES

The Urban Libraries Council, an organization representing urban libraries throughout the United States, has recently issued its report on state aid to public libraries.

Forty-three states provide some form of state aid to public libraries. Thirty-six states provide direct state aid to public libraries, while twenty-eight provide state aid to cooperative public and multi-type library systems and networks.

The nationwide average in state aid to public libraries is $1.11 per capita.

Maryland is the highest state at $3.32 per capita. New York, West Virginia, Alaska, Rhode Island, and Georgia provide between $2.00 and $2.99 per capita. Illinois, Virginia, Massachusetts, and Michigan provide between $1.50 and $1.99.

Indiana provides $.31 per capita, including appropriations for direct aid to public libraries and for support of systems, including the ALSAs and INCOLSA. At $.32 per capita, Indiana ranks 36th out of the 43 states providing some form of state aid to public libraries.

AGENDA ITEM 4 D
Requested Action: Report

ILA/ILTA 1985-87 Biennium Budget Fact Sheet

Indiana Library Network

(1985 Indiana General Assembly)

FUNDING STATUS OF THE LIBRARY NETWORK

For the last four years, the Indiana General Assembly has provided no funding increases for the ALSAs, INCOLSA and public library distribution. During the last four years, INCOLSA has operated at a constant level of State funding while development funds have come from the Federal Library Services and Construction Act (LSCA). Since inception, the ALSAs have been State-funded at less than 50% of their original budget. The major portion of ALSA funds has come from LSCA monies. The time has come when LSCA funds should be utilized as discretionary grants directed toward meeting library service development needs. Therefore, the State should be prepared to make a reasonable fiscal commitment to maintaining a sound statewide library program. The State has a strong vested interest in libraries, as libraries are directly related to the two major issues facing Indiana: education and economic development.

EDUCATION

Indiana has earmarked education as the State's highest priority for improvement. Indiana's 900 libraries play an important role in the State's formal and individual educational system. Good schools, colleges and universities require good libraries. However, individuals spend only one-quarter of their lives in school. The public library is the single institution providing tools for informal continuing education for people throughout their lives.

ECONOMIC DEVELOPMENT

Economic development is an area in which libraries make vital contributions. Information is the fuel for economic development. Libraries are the major collectors and distributors of information. Corporate research depends upon access to information in many differing formats and locations. Not only are libraries critical to the economic well-being of an industry, these institutions are extremely important to the families employed by those industries. Also, during the recession, libraries provided employment assistance to individuals seeking and preparing for jobs, as well as providing information about methods to improve skills and where to locate retraining programs.

THE LIBRARY NETWORK

The 1985 ILA/ILTA legislative effort is strongly committed to securing adequate funding for the ALSAs and INCOLSA. A strong statewide library program is based on a well-functioning library network. In Indiana, this network consists of the following four major components: 1.) the ALSAs; 2.) INCOLSA; 3.) local libraries of all types, and 4.) the Indiana State Library. Today's society functions around the importance of access to information. Libraries are one of the primary sources which collect, organize and make available information. Because of the proliferation of primary and secondary sources of information, even libraries cannot acquire, store and disseminate all the information the public and businesses require and demand. To meet this challenge, Indiana has developed a network which enables Indiana's 900 libraries to share combined resources.

1985-87 Biennium Budget Requests

	FY 85-86	FY 86-87	Current Funding Level
ALSAs	$1,255.000	$1,330,300	$450,000
INCOLSA	$1,019,853	$1,040,802	$393,260
Public Lib. Distribution	$990,975	$1,050,380	$934,850

AREA LIBRARY SERVICES AUTHORITIES (ALSAs)

The nine ALSAs are cooperatively governed multi-county cooperatives, representing a unique, cost effective partnership between the State and more than 1,884 public, school, academic and special libraries. The ALSAs provide services for the efficient, cooperative use of finances, personnel and materials by libraries. ALSAs are the primary agents for the interlibrary exchange of materials and information within their area. In FY 1983, the ALSAs handled over 100,000 interlibrary loans and information requests for patrons of the libraries that participate. The continuing education opportunities provided by the ALSAs improve staff performance, while the ALSA consultation services help improve overall library efficiency and effectiveness.

INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY (INCOLSA)

INCOLSA concentrates on modernizing library operations through cooperative automation and application of new technology. More than 150 institutions use INCOLSA for planning, contracting, training, administration, and billing for group access to national automated library services and data bases. This large-scale cooperation promotes cost efficiency and permits delivery of on-line, current information. Through this cooperative effort, libraries are able to share with each other, statewide and nationally, the data necessary to catalog materials. In 1983, over 500,000 items were cataloged by Indiana libraries using OCLC. Through groups contracts, significant savings and discounts have been negotiated, quality training provided, and technical guidance to individual libraries provided to those unable to afford the cost of private consultation. One of the most successful group contract programs has been the brokering of commercial databases and training libraries in efficient information retrieval techniques.

PUBLIC LIBRARY DISTRIBUTION

It is in the State's best interest to support the loan of materials across local library jurisdictions and to provide access to the wealth of materials available in the State to all citizens. Funds from the public library distribution are used by local libraries to purchase materials, thereby strengthening local collections available through the resources sharing network.

WHAT CAN YOU DO TO SECURE ADEQUATE FUNDING FOR THE LIBRARY NETWORK?

Success in securing adequate State support for the network depends on <u>you</u>. The State budget process is currently underday and the first consideration of the library programs will occur on October 11 at a State Budget Committee hearing. While most legislators will not review the budget until it is introduced in January, the bulk of decision making regarding the allocation of funds will be made this Fall. By talking or writing to your local legislators now about the library network, the groundwork will be laid and your elected officials will be aware of how important these library services are to your community. Use specific examples of materials and information provided by the network. Recruit your regular interlibrary loan patrons to contact your legislators with statements of support. Please act <u>NOW.</u> January will be too late.

AGENDA ITEM 5
Requested Action: Approval of Application

Fiscal Year 1985

Application

Reciprocal Borrowing

The Allen County Public Library
(Legal Name)

does hereby apply for the distribution of LSCA funds through the Reciprocal Borrowing phase of the Indiana Public Library Resource Sharing Program and meets the following requirements:

		YES	NO
1.	The library is a public library under Indiana law.	X	
2.	The library is a member of an ALSA.	X	
3.	The library has signed the Reciprocal Borrowing Covenant.	X	
4.	Agrees to complete reports as required by the Indiana State Library.	X	
5.	Agrees that transaction fees will not be charged for filling interlibrary loan requests from libraries within Indiana; other than charges based upon annual reference referral contracts, reimbursement for actual photocopy costs, and reimbursement for cost usually incurred as postage or freight.	X	

The undersigned hereby certifies the above statements.

25 October 1984
(Date) 25 October 1984

Rick J. Ashton Librarian
Rick J. Ashton, Director

25 October 1984
(Date) 25 October 1984

Zohrab K. Tazian President, Board of Trustees
Zohrab K. Tazian

Allen County Public Library
Project Library

Fiscal Year 1984 Activity Report
Reciprocal Borrowing Program
October 1, 1983 - September 30, 1984

Number of reciproal loans made (items):

To statewide program participants:	9924
To local agreement participants (reimbursed)	
To local agreement participants (unreimbursed)	
TOTAL	9924

If loan statistics are kept by home library of the patron, please complete the following section for reciprocal loans made through both the statewide program and local agreements.

Home Library of Reciprocal Patron	Number of Borrowers	Number of Loans (items)
Anderson-Anderson Stoney Creek Twp.	3	4
Andrews-Dallas Twp.	6	21
Berne	88	372
Bluffton-Wells Co.	362	1434
Butler Carnegie	3	15
Centerville-Center Twp.	6	13
Decatur	332	1046
Eckhart Public, Auburn	253	1038
Elkhart	4	8
Elwood	1	2
Fayette Co., Connersville	1	4
Fremont	28	82
Garrett	188	518
Geneva	8	20
Goshen	1	4
Huntingburg	5	20
Huntington City-Twp.	247	820
Indianapolis-Marion Co.	2	4
Jasper - Dubois Co Cont	1	1
Jay Co., Portland	3	8
Kendallville	68	186

(over)

Home Library of Reciprocal Patron	Number of Borrowers	Number of Loans (items)
La Grange Co., La Grange	16	69
Ligonier	10	19
Markle	1	1
Michigan City	1	6
Monroe Co., Bloomington	5	28
Noble Co., Albion	192	743
North Manchester	19	77
The Peabody Library, Columbia City	457	1751
Roann - Paw Paw Twp.	6	58
Roanoke	43	740
South Whitley - Cleveland Twp.	33	147
Tippecanoe Co., Lafayette	1	5
Union City, Liberty	1	3
Warren	21	41
Warsaw	86	526
Waterloo - Grant Twp.	30	85
Whiting	1	5
Totals	2533	9924

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director

AGENDA ITEM 6
Requested Action: Approval of Resolution

SURPLUS PROPERTY RESOLUTION

The items on the enclosed list are not needed by the Library.

By adopting a resolution declaring the items and sundry small miscellaneous items to be surplus property, the Board of Library Trustees begins the process by which this surplus property can be auctioned, with the proceeds returning to the operating fund of the Library.

PROPOSED ITEMS FOR AUCTION

QUANTITY	ITEM NAME	DESCRIPTION	CONDITION
2	Adding Machine	Clary, 10-key	Working condition
2	Adding Machine	Clary, 10-key	Needs repair
1	Adding Machine	Remington, 10-key	Needs Repair
3	Adding Machine	Burroughs, 10-key	Needs repair
1	Cabinet	Wooden, wall-type	Good condition
19	Catalog Card Case	Wood, assorted sizes, styles	Fair condition
4	Catalog Card File	Remington-Rand, metal	Good condition
12	Chair	Wire-mesh, youth size	Fair condition
4	Chair	Steelcase, padded seats	Fair condition
6 bx	Copier Paper	A.B. Dick, 10" rolls	Unopened
3 bx	Copier Paper	A.B. Dick, 8 1/2" rolls	Unopened
1 bx	Copier Paper	Assorted variety, sizes	Unopened
1 bx	Copier Supplies	Dennison Standard Toner	Unopened
1 bx	Copier Supplies	A.B. Dick Toner	Unopened
1 bx	Copier Supplies	Dennison Standard Intensifier	Unopened
1 bx	Copier Supplies	Savon, toner, dispersant	Unopened
11 bx	Copier Supplies	A.B. Dick Dispersant	Unopened
22	Counter Tray	Wooden, assorted sizes	Good condition
5	Desk	Metal, rubber surfaces	Fair condition
1	Desk	Wooden, 5-drawer	Fair condition
1	Dictaphone	Edison	Needs repair
1	Dictaphone	Edison, Voice-Writer	Needs repair
1 bx	Electrical Supplies	Brackets, wire	Fair condition
1	Extension Cord	Heavy duty	Needs repair
1 pc	Fencing	Wire	Fair condition
1	File Cabinet	Wooden, 4-drawer	Fair condition
2	File Cupboard	Remington-Rand, 3-drawer	Good condition
2 bx	Film Reel	Plastic, 16mm film	Good condition
1	Floor Machine	Advance	Needs repair
1	Floor Vase	Ceramic, cylindrical	Fair condition
4 drm	Floor Wax	Johnson	Unopened
10 gl	Floor Wax	Johnson	Unopened
1 bx	Label Holder	For shelving identification	Good condition
1	Lawn Care Machine	Atlas, Sweeper/Shredder	Needs repair
1	Light Fixture	Metal rim, glass globe	Fair condition
3	Light Globe	Glass	Good condition
1	Loudspeaker	Ampro, portable	Needs repair
2	Microfiche Reader	Microbook, for 3x5 fiche	Good condition
1	Microfiche Reader	NCR	Needs repair
1	Microfilm Reader	Info. Design, 16mm film	Needs repair
1	Microfilm Reader	Xerox, 16mm film	Needs repair
1	Microfilm Reader	Recordak 310, 16mm film	Needs repair
1	Microfilm Reader	Recordak, 16mm film	Needs repair
1	Microfilmer	Recordak, film unit & base	Working condition
1	Pamphlet Rack	Wooden, pamphlet	Fair condition
4	Partition	Half and full wall, assorted	Fair condition
4	Pegboard	Shelf-size sections	Fair condition
3 bx	Picture Frame	Wood, assorted sizes	Good condition
1	Planter	Ceramic, cylindrical	Good condition
1	Plate-maker	Graph-O-Type	Needs repair

3	Plate-printer	Addressograph	Working condition
21 pc	Platform	Sectional Stage, carpeted	Fair condition
1	Posting Machine	Remington-Rand	Needs repair
4	Rack	Wooden, pigeon holes	Fair condition
5	Screen	Door, window, assorted	Good condition
3 bx	Seat Cover	Lavatory Tissue	Good condition
4	Shelving	Wooden, book	Good condition
1	Sink Basin	Deep-well, metal edged	Good condition
1	Steps	Wooden, 2-tier	Good condition
6	Stool	Seating height, cushioned	Needs repair
1	Table	Wooden, 8 foot	Needs repair
1	Typewriter, MTST	IBM, Magnetic Tape Selectric	Working condition
2	Typewriter, electric	IBM, Executive	Needs repair
1	Typewriter, electric	Remington, 26	Needs repair
1	Typewriter, electric	IBM, Executive	Working condition
3	Typewriter, electric	IBM	Needs repair
2	Typewriter, electric	Remington	Needs repair
1	Typewriter, manual	Smith-Corona, 88 Secretarial	Needs repair
3	Typewriter, manual	Smith-Corona	Needs repair
1	Typewriter, manual	Olympia	Needs repair
36	Typing Chairs	Assorted sizes, styles	Fair condition
17	Typing Stand	Metal, open frame	Good condition
2	Typing Stand	Wooden	Fair condition
1	Vacuum Cleaner	Advance, industrial	Needs repair
1	Vehicle	Ford, Ranchwagon, 1972	Working condition
1	Vehicle	Dodge Maxi-Van, 1975	Needs repair
1	Vehicle	Ford LTD, stationwagon, 1977	Needs repair
1	Waste Can	Metal, square	Good condition

Also includes other assorted items (pieces of wood. carpet remnants, book ends, shelving brackets, etc.), outdated equipment, and odd items from some of the branches.

Key to quantities:

bx = box
drm = drum
gl = gallon
pc = piece

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director

AGENDA ITEM 7
Requested Action: Approval of Lease

The lease agreement between the Allen County Public Library and Downtown Service Center, Inc. expires 31 December 1984. Downtown Service Center has informed the Library in a timely fashion of its desire to renew the lease. The Board has previously approved renegotiation of the lease.

The lease as proposed is for a term of one year, beginning 1 January 1985, at a monthly rental of $825.00. The lease contains a provision for renewal under the same terms for an additional year, unless either party shall notify the other at least 90 days before the end of the year of its desire not to renew. All other terms of the lease are the same as that which has been in effect previously.

This lease will enable Downtown Service Center to continue in business and the Library to derive some income from this property, for which it does not have immediate direct use.

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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval of Resolution

RESOLUTION TO ADVERTISE FOR PROPOSALS FOR PARKING LOT OPERATION

The agreement between the Allen County Public Library and Light and Breuning Realtors for contract operation of the three Library-owned public parking lots expires on 31 December 1984.

Because Indiana law is silent with regard to the bidding of contractual services, the staff suggests that the following procedure for selection of a parking lot contractor be used:

1. A Request for Proposals to all firms engaged in commercial parking lot operation in Fort Wayne be issued by mail immediately.

2. That this Request for Proposals contain only a few general specifications, allowing the proposing firms to have some scope in their development of proposals most advantageous to the Library.

3. That the proposals be due on Wednesday 21 November 1984.

4. That the contract be awarded at the Board meeting on Thursday 29 November.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval

PROPOSED CHANGES TO AUTHORIZED STAFFING TABLE

Continued growth in service to the public and overall Library workload makes appropriate the addition of the following positions:

#366	Librarian	Reader's Services	1.0 fte	Grade E
#119	Clerk	Georgetown Branch	.4 fte	Grade 3
#157	Clerk	Little Turtle Branch	.5 fte	Grade 3
#371	Clerk	Reader's Services	.5 fte	Grade 3
#450	Clerk	Circulation Services	.5 fte	Grade 3
#451	Clerk	Circulation Services	.5 fte	Grade 3
#478	Housekeeper	Housekeeping Services	.5 fte	Grade 2
#478	Housekeeper	Housekeeping Services	.5 fte	Grade 2
#460	Desk attd't	Circulation Services	.5 fte	Grade 1
#460	Desk attd't	Circulation Services	.5 fte	Grade 1
#460	Desk attd't	Circulation Services	.5 fte	Grade 1
#460	Desk attd't	Circulation Services	.5 fte	Grade 1
#286	Desk attd't	Art, Music, and A-V Services	.5 fte	Grade 1
#286	Desk attd't	Art, Music, and A-V Services	.5 fte	Grade 1
#286	Desk attd't	Art, Music, and A-V Services	.5 fte	Grade 1
#120	Page	Georgetown Branch	.6 fte	Grade 1
#349	Page	Genealogy	.6 fte	Grade 1

If all positions were filled immediately, the total cost would be $17,900 during the remainder of 1984. This amount is available from payroll contingency funds.

The members of the committee on compensation have discussed this proposal with staff.

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Rick J. Ashton
director

26 November 1984

To: All Library Board Members

From: Rick Ashton

Re: The 29 November 1984 Regular Board Meeting

The Board of Library Trustees will meet in the Board Room of the Main Library at 3:00 p.m. on Thursday 29 November. The enclosed materials will assist you in preparing for the meeting.

As you can see, the agenda is a full one, with several substantial business items included. I hope that you will be able to be present for the meeting.

I look forward to seeing you on Thursday.

RJA:kws

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Board Room, Main Library
900 Webster Street, Fort Wayne, Indiana
3:00 p.m. Thursday 29 November 1984

1. Adoption of the agenda.

2. Approval of minutes of the 25 October 1984 regular Board meeting.

3. Reception of the financial report of 31 October 1984.

4. Report of the Director.

   A. Library use through 31 October 1984.

   B. Upcoming state legislative issues.

   C. Recent federal legislative developments.

   D. Thanks from the Fort Wayne Literacy Council.

   E. Famous Amos event.

   F. Lincoln Life Insurance refund.

   G. Fort Wayne City Council appropriation for video equipment.

   H. Health insurance information.

   I. Other.

5. Staff report and recommendation on proposals for operation of Library owned parking lots. Awarding of contract for operation of parking lots.

6. Approval of the report and recommendation of the committee on compensation concerning authorized staffing levels and salaries for 1985.

7. Approval of report and recommendation of the committee on personnel concerning several modifications to the Library benefits program.

8. Approval of a contract with the Indiana State Library for $100,000 for retrospective conversion of bibliographic records.

9. Approval of proposed schedule of meetings for the Board of Library Trustees for 1985.

10. Approval of proposed schedule of holidays and closings for 1985.

11. Approval of proposed Sunday schedule for 1985.

12. Approval of proposed mileage reimbursement allowance under the Library's travel policy.

13. Approval of a change to the authorized staffing table.

14. Approval of the following salaried positions:

Anthony Guy	Housekeeping Services, #480, Grade 2	$9260.16

15. Approval of payment of the following bills:

10/22	Angie Scofield	$15.17
10/23	Angela Holderman	33.54
10/23	Michael Mask	10.00
10/23	Condra Payne	71.07
10/24	Denise K. Buhr	9.14
10/24	Chicago O'Hare Hilton	57.26
10/24	Chicago O'Hare Hilton	57.26
10/25	Postal Cust. Council	25.00
10/25	Claire Zehner	5.50
10/25	Summit Bank	784.00
10/29	The Somerset Inn	215.06
10/29	Inn on the Plaza	180.01
10/29	Center for Advanced Professional Ed.	745.00
10/29	Center for Advanced Professional Ed.	745.00
10/31	Blue Cross	6,588.00
10/31	Summit Health	1,520.68
10/31	Kay Lynn Isca	163.97
10/31	Greg W. Motsinger	6.55
10/31	Cheri Clinkenbeard	18.05
10/31	Marie Williams	25.31
10/31	Mutual Benefit Life	2,210.81
11/1	Sheldon Kaye	9.71
11/1	Ross Rowe	15.00
11/1	Kenneth A. Schell	21.62
11/1	David K. Crick	7.47
11/1	Summit Bank	100.00
11/1	Summit Bank	774.00
11/1	Jerry D. Barton	4.35
11/1	Julia Surber	2.00
11/2	FICA	6,749.27
11/5	Home Grown Kids, Inc.	54.10
11/5	Michael D. Mask	5.00
11/5	Robert Najera	75.00
11/5	Signature Inn	68.00
11/5	Gail A. Milne	42.76
11/5	Douglas M. Lehman	106.42
11/7	Erik Mollberg	13.65

11/7	Ross Rowe	18.90
11/7	Summit Bank	740.00
11/9	Indiana Info. & Ref. Assoc.	80.00
11/9	Dean R. Mills	40.00
11/12	Treasurer, Allen County	1,259.05
11/12	St. Maur's Monastery	30.00
11/12	Ivy Tech	60.00
11/13	T.V. Travel, Inc.	837.00
11/13	INCOLSA	17.50
11/14	Indiana & Michigan	14,070.21
11/14	IESD	240.00
11/14	U.S.Postal Service	5,000.00
11/14	Kenneth A. Schell	6.61
11/14	Angela Holderman	13.20
11/15	Summit Bank	687.00
11/15	Hilton Inn	348.21
11/15	Angela Holderman	34.00
11/16	Sue Barancik	160.00
11/16	Stoner's Magic	17.50
11/16	U.S.Postal Service	125.78
11/16	Arl. Office of Mgt. Study	15.00
11/19	Nellie M. Ramer	5.00
11/19	FICA	6,753.28
11/21	Summit Bank	900.00

16. Other Business.

17. Adjournment.

MINUTES

Board of Library Trustees of the Allen County Public Library

29 November 1984

The Board of Trustees of the Allen County Public Library met in regular monthly session in the Board Room of the Main Library at 3:00 p.m. on Thursday 29 November 1984. Members present: Zohrab Tazian, Rae Gates, Mary Koehlinger, Lu Ann Beaman, Patricia Beers, Alan McMahan. Member absent: James Ganaway. Mrs. Gates presided over items 1-4 of the agenda. Mr. Tazian presided over items 5 -17 of the agenda.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 25 October 1984 regular Board meeting. The Board approved the minutes as circulated.

3. Reception of the financial report of 31 October 1984. The Board received the financial report as presented by Douglas Lehman, Financial Manager. Mr. Lehman noted that miscellaneous non-tax income continues on an upward curve for 1984, that interest expenses for the year will come in nearly $25,000 under budget, and that total yearly spending will come in right on target.

4. Report of the Director. Rick Ashton reported on the following matters:

A. Library use through 31 October 1984. During October, the Library circulated 188,487 items. During October 1983, the figure was 169,445. The increase is 11.2% over October 1983. During October

1984 the Library answered 26,372 reference questions. The previous October, the figure was 21,529. The increase in this area is 22.5% for the month. Year-to-date circulation: 1,949,739, up 5.9%. Year-to-date reference questions answered: 231,817, up 30%. The total gain in circulation for 1984 will be almost exactly 6%. Cumulatively, using 1979 as a base, Library circulation will have increased 70% in five years.

B. Upcoming state legislative issues. Governor Orr and the Indiana State Library will be supporting a bill to restructure the relationship between the Indiana State Library and the network components, the ALSAs and INCOLSA. This increased accountability will be accompanied, if legislatively successful, by requests and Governor's support for substantially increased funding for the network organizations.

C. Recent federal legislative developments. President Reagan has signed the 5-year extension of the Library Services and Construction Act. Slightly increased appropriations for the current fiscal year will result in a direct gain of $100,000 for the Allen County Public Library. Senator Quayle, Senator Lugar, and Congressman Coats have all been very supportive, and Board members may wish to thank these gentlemen when they get the opportunity.

D. Thanks from the Fort Wayne Literacy Council. A letter from Marilyn Zollars was read and entered into the minutes.

E. Famous Amos event. Apparently this event, previously approved by the Board, will not take place, as the staff have had no

further information from the group.

F. Lincoln Life Insurance refund. The Library has received a refund of $37,868 from Lincoln National Life, pooled premiums which are now being returned as the result of the Library's changing carriers for term life and disability insurance two years ago. No proposal for appropriation of this money is made, allowing it to become part of the general cash support for operations.

G. Fort Wayne City Council appropration for video equipment. On 13 November the Fort Wayne City Council approved a transfer ordinance which will provide $44,584 for the purchase of video equipment for the Library's cable television studio. The Board has previously authorized the advertising of bids for equipment and notices concerning the necessary additional appropriation. Further action will be forthcoming at the December Board meeting.

H. Health insurance information. Because of delays in getting experience information from Blue Cross-Blue Shield, other potential bidders on health insurance have not been able to complete their bids. Experience information has just been made available, which will allow the potential for other bids. The insurance committee will be requested to review proposals in December, to make a recommendation to the full Board at the December Board meeting.

I. Other items: Publicity items, including the handsome booklet of children's poetry contest winners were shared. A reminder about the auction scheduled for 4:00 p.m. was given. A letter from Gary L. Trent of Sturges, Griffin, Trent & Company, commercial realtors, was read. The letter concerned a possible or lease offer for the

Library-owned site on the northwest corner of Harrison Street and Washington Boulevard. The Board instructed Dr. Ashton to communicate to Mr. Trent the Board's willingness to consider offers, with a preference for a long-term land lease rather than sale of the property.

5. Staff report and recommendation on proposals for operation of Library-owned parking lots. Awarding of contract for operation of parking lots. The Board reviewed the report and recommendation. The Board awarded the contract for operation of the parking lots to Light and Breuning Realtors for a three-year term.

6. Approval of the report and recommendation of the Committee on compensation concerning authorized staffing levels and salaries for 1985. Mrs. Gates presented the report and recommendation. The Board approved the recommendation as proposed, including a 4% salary increase for all staff, the addition of 9.1 FTE positions, and other reclassifications and individual adjustments.

7. Approval of report and recommendation of the Committee on personnel concerning several modifications to the Library benefits program. Mrs. Beaman presented the report and recommendation. The Board approved the recommendation as presented.

8. Approval of a contract with the Indiana State Library for $100,000 for retrospective conversion of bibliographic records. The Board approved the proposed contract.

9. Approval of proposed schedule of meetings for the Board of Library

Trustees for 1985. The Board approved the proposed schedule.

10. Approval of proposed schedule of holidays and closings for 1985. The Board approved the proposed schedule.

11. Approval of proposed Sunday schedule for 1985. The Board approved the proposed schedule.

12. Approval of proposed mileage reimbursement allowance under the Library's travel policy. The Board approved a reimbursement of 23 cents per mile, the same as for 1984.

13. Approval of a change to the authorized staffing table. The Board approved the proposed change, creating a full-time daytime Housekeeping position.

14. Approval of the following salaried position:

Anthony Guy Housekeeping Services, #480, Grade 2 $9260.16

The Board approved the appointment.

15. Approval of payment of the following bills. Dr. Ashton certified that the following bills are true and correct and supported by itemized invoices or other equivalent documentation. The Board approved payment of the bills as listed:

11/30	Accounts Payable	$196,932.44
10/22	Angie Scofield	15.17
10/23	Angela Holderman	33.54
10/23	Michael Mask	10.00
10/23	Condra Payne	71.07
10/24	Denise K. Buhr	9.14
10/24	Chicago O'Hare Hilton	57.26
10/24	Chicago O'Hare Hilton	57.26
10/25	Postal Cost. Council	25.00
10/25	Claire Zehner	5.50

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

1984 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86
SEP 30	153,844.99	2,772.58	200.00	50.00	1,292.10	158,159.67
OCT 31	589,898.52	2,772.58	200.00	25.00	637.10	593,533.20

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

1984 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BOR	LSCA RETROCON	PAYROLL FUND	TOTAL FUNDS
JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	(1,882.62)	0.00	0.00	5,000.00	0.00			24,117.38	0.65
10	5102	BOND-PROPERTY	0.00	0.00	0.00	29,000.00	100,000.00	19,395.02	0.00	0.00	15,000.00	20,000.00			183,395.02	4.94
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,729.36	0.00	0.00	0.00	0.00			2,729.36	0.07
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	20,241.76	0.00	0.00	20,000.00	20,000.00	0.00	0.00	210,241.76	5.66
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	61,170.21	0.00	0.00	75,000.00	330,000.00			665,170.21	17.92
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	223,454.07	0.00	0.00	185,000.00	0.00			2,204,454.07	59.38
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,143.95	0.00	0.00	0.00	0.00			37,143.95	1.00
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	321,768.23	0.00	0.00	260,000.00	330,000.00	0.00	0.00	2,906,768.23	78.30
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	342,009.99	0.00	0.00	280,000.00	350,000.00	0.00	0.00	3,117,009.99	83.96
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,625.95	8,924.73	7,284.64	8,368.23	6,204.10	6,651.25	8,664.67			79,244.64	2.13
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	7,954.05	6,532.31	5,962.56	5,124.86	7,247.95			72,326.49	1.95
13	5131	GRANTS	4,468.00	3,500.00	4,582.00	10,687.00	40,000.00	4,090.00	0.00	39,102.24	29,347.00	2,829.00			138,605.24	3.73
14	5141	PARKING LOTS	5,439.78	7,071.74	6,447.68	8,210.36	7,648.33	6,925.60	6,992.94	6,914.28	7,169.05	6,808.28			69,628.04	1.88
15	5151	RENT---TRI-ALSA	801.36	775.16	775.16	727.52	721.46	835.02	682.56	1,406.12	0.00	1,552.34			8,276.70	0.22
15	5152	RENT---SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	825.00	825.00	875.00	825.00	825.00			9,000.00	0.24
15	5153	RENT---OTHER	234.90	229.66	60.00	10.00	80.00	20.00	10.00	10.00	600.00	20.00			1,274.56	0.03
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	1,680.02	1,517.56	2,291.12	1,425.00	2,397.34	0.00	0.00	18,551.26	0.50
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	0.00	15.00	35.00	3.81	68.90			424.03	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	0.00	420.00	870.00	0.00	0.00			2,400.00	0.06
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,160.96	770.38	317.00	2,307.20	690.18			15,053.52	0.41
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	5,160.96	1,205.38	1,222.00	2,311.01	759.08	0.00	0.00	17,877.55	0.48
17	5171	INTEREST	5,880.31	2,693.49	5,023.91	6,111.41	7,788.08	8,942.71	7,134.11	4,117.46	2,248.01	4,706.84			54,646.33	1.47
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	40.00	160.00	220.00	220.00	120.00			1,240.00	0.03
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00			60,000.00	1.62
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	344.20	0.00			1,344.20	0.04
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	125.32	89.24	0.00	114.74	55.20			620.30	0.02
19	5194	ACPL PUBLICATIONS	0.00	60.00	33.00	52.00	64.05	29.00	22.00	29.00	28.45	16.39			333.89	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	349.95	253.10	275.80	807.02	400.80	348.96			2,435.63	0.07
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	10.57	40.11	37.47	20.30	39.53			299.42	0.01
19	5198	LOST/DAMAGED MATERIAL	0.00	0.00	0.00	0.00	107.57	113.35	100.82	625.33	467.22	520.20			1,934.49	0.05
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	450.05	869.46	436.65	61.90	93.75			1,956.54	0.05
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	70,170.34	0.00	0.00	0.00			70,170.34	1.89
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.55	322.5	1,588.00			2,224.05	0.06
19	5300	OTHER INCOME	157.82	302.43	71.52	35.70	126.70	197.10	88.84	674.47	113.79	125.72			1,894.09	0.05
		TOTAL OTHER INCOME	243.24	362.43	220.90	207.32	758.82	2,178.49	71,656.61	2,923.49	31,873.90	32,787.75	0.00	0.00	143,212.95	3.86
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	44,256.47	103,567.14	68,957.25	86,370.08	66,320.91	0.00	0.00	595,332.50	16.04
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	694,701.04	1,576,635.90	386,266.46	103,567.14	68,957.25	366,370.08	416,320.91	0.00	0.00	3,712,342.49	100.00

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH OCTOBER 31, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
111	SALARY-DIRECTOR	48,350	3,719.22	7.69	3,719.22	7.69	3,719.22	7.69	3,719.22	7.69		0.00		0.00	39,051.81	80.77
112	SALARY OF ASSISTANTS	2,385,680	192,930.00	8.09	188,283.66	7.89	177,352.71	7.43	174,821.81	7.33		0.00		0.00	1,886,337.98	79.07
114	WAGES OF JANITORS	130,086	11,820.22	9.09	12,406.11	9.54	10,415.23	8.01	10,386.15	7.98		0.00		0.00	115,757.78	88.99
110	SALARIES AND WAGES	2,564,116	208,469.44	8.13	204,408.99	7.97	191,487.16	7.47	188,927.18	7.37	0.00	0.00	0.00	0.00	2,041,147.57	79.60
121	FICA	179,488	14,254.53	7.94	14,628.42	8.15	14,517.74	8.09	13,283.97	7.40		0.00		0.00	148,934.63	83.01
122	UNEMPLOYMENT COMPENSATION	40,000	563.00	1.41	915.00	2.29	740.00	1.85	18.00	0.05		0.00		0.00	9,545.19	23.86
123	PERF	83,580	20,370.83	24.37	0.00	0.00	0.00	0.00	17,549.25	21.00		0.00		0.00	70,153.58	83.94
124	GROUP INSURANCE	129,000	11,903.20	9.23	3,562.21	2.76	14,017.36	10.87	13,971.16	10.83		0.00		0.00	103,902.90	80.54
120	EMPLOYEE BENEFITS	432,068	47,091.56	10.90	19,105.63	4.42	29,275.10	6.78	44,822.38	10.37	0.00	0.00	0.00	0.00	332,596.30	76.98
100	PERSONAL SERVICES	2,996,184	255,561.00	8.53	223,514.62	7.46	220,762.26	7.37	233,749.56	7.80	0.00	0.00	0.00	0.00	2,373,743.87	79.23
211	OFFICIAL RECORDS	350	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00
212	PROMOTIONAL/PRINTING	14,000	2,042.60	14.59	4,566.42	32.62	3,194.37	22.82	2,224.71	15.89		0.00		0.00	23,443.91	167.46
213	OTHER OFFICE SUPPLIES	15,000	3,071.75	20.48	119.42	0.80	216.32	1.45	222.75	1.49		0.00		0.00	16,796.82	111.98
210	OFFICE SUPPLIES	29,350	5,114.35	17.43	4,685.84	15.97	3,411.29	11.62	2,447.46	8.34	0.00	0.00	0.00	0.00	40,240.73	137.11
221	CLEANING SUPPLIES	35,000	0.00	0.00	1,220.59	3.49	785.04	2.24	1,673.92	4.78		0.00		0.00	8,017.02	22.91
222	FUEL, OIL AND LUBRICANTS	40,000	1,596.03	3.99	1,070.76	2.68	1,572.52	3.93	1,226.42	3.07		0.00		0.00	25,301.83	63.25
223	OTHER OPERATING SUPPLIES	71,000	9,663.20	13.61	2,918.78	4.11	7,676.66	10.81	2,432.49	3.43		0.00		0.00	58,899.30	82.96
220	OPERATING SUPPLIES	146,000	11,259.23	7.71	5,210.13	3.57	10,034.22	6.87	5,332.83	3.65	0.00	0.00	0.00	0.00	92,218.15	63.16
231	BUILDING SUPPLIES	8,000	853.35	10.67	519.57	6.49	836.14	10.45	117.98	1.47		0.00		0.00	46,845.36	585.57
233	REPAIR PARTS & SUPPLIES	10,000	4,135.43	41.35	1,077.00	10.77	1,375.80	13.76	650.63	6.51		0.00		0.00	16,895.81	168.96
234	OTHER MAINT SUPPLIES	5,650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	26.04	0.46
230	REPAIR/MAINT SUPPLIES	23,650	4,988.78	21.09	1,596.57	6.75	2,211.94	9.35	768.61	3.25	0.00	0.00	0.00	0.00	63,767.21	269.63
241	VIDEOTAPE	14,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00
240	OTHER SUPPLIES	14,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200	SUPPLIES	213,000	21,362.36	10.03	11,492.54	5.40	15,657.45	7.35	8,548.90	4.01	0.00	0.00	0.00	0.00	196,226.09	92.12
311	CONSULTING SERVICES	11,000	1,956.76	17.79	0.00	0.00	0.00	0.00	300.00	2.73		0.00		0.00	20,304.87	184.59
312	BUILDING SERVICES	10,000	980.00	9.80	112.50	1.13	0.00	0.00	980.00	9.80		0.00		0.00	4,382.50	43.83
313	LEGAL SERVICES	4,000	19.50	0.49	32.50	0.81	136.50	3.41	65.00	1.63		0.00		0.00	916.50	22.91
314	OTHER PROFESSL SERVICES	6,500	0.00	0.00	270.00	4.15	168.00	2.58	25.00	0.38		0.00		0.00	2,479.58	38.15
310	PROFESSIONAL SERVICES	31,500	2,956.26	9.38	415.00	1.32	304.50	0.97	1,370.00	4.35	0.00	0.00	0.00	0.00	28,083.45	89.15
321	TELECOMMUNICATIONS	62,000	4,558.33	7.35	4,242.73	6.84	3,120.80	5.03	4,881.00	7.87		0.00		0.00	43,706.09	70.49
322	POSTAGE	35,000	5,186.12	14.82	224.50	0.64	5,205.53	14.87	563.61	1.61		0.00		0.00	25,976.57	74.22
323	TRAVELING EXPENSE	10,000	2,983.07	29.83	159.50	1.60	378.22	3.78	1,725.69	17.26		0.00		0.00	10,007.63	100.08
324	TRAINING & DEVELOPMENT	9,000	250.00	2.78	60.00	0.67	645.50	7.17	2,727.40	30.30		0.00		0.00	6,100.90	67.79
325	FREIGHT AND PARCEL	1,000	0.00	0.00	0.00	0.00	25.00	2.50	25.00	2.50		0.00		0.00	452.61	45.26
320	COMMUNICATION/TRANSPORT	117,000	12,977.52	11.09	4,686.73	4.01	9,375.05	8.01	9,922.70	8.48	0.00	0.00	0.00	0.00	86,243.80	73.71
331	ADVERTISING/PUBLICATION	2,200	19.86	0.90	17.20	0.78	196.60	8.94	80.20	3.65		0.00		0.00	737.44	33.52
332	PRINTING-OUTSIDE VENDORS	1,500	411.12	27.41	154.00	10.27	632.50	42.17	509.00	33.93		0.00		0.00	1,894.62	126.31
330	PRINTING & ADVERTISING	3,700	430.98	11.65	171.20	4.63	829.10	22.41	589.20	15.92	0.00	0.00	0.00	0.00	2,632.06	71.14
341	OFFICIAL BONDS	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00
342	INSURANCE	34,000	0.00	0.00	114.00	0.34	1,684.00	4.95	25,619.00	75.35		0.00		0.00	28,619.00	84.17
340	TOTAL INSURANCE	34,100	0.00	0.00	114.00	0.33	1,684.00	4.94	25,619.00	75.13	0.00	0.00	0.00	0.00	28,619.00	83.93

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ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH OCTOBER 31, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-10/31	%	UNEMC BAL	%
111	SALARY-DIRECTOR	48,350	9,298.19	19.23	1,059.98	2.19	8,238.21	17.04
112	SALARY OF ASSISTANTS	2,385,680	499,342.02	20.93	51,095.02	2.14	448,247.00	18.79
114	WAGES OF JANITORS	130,086	14,328.22	11.01	2,565.00	1.97	11,763.22	9.04
110	SALARIES AND WAGES	2,564,116	522,968.43	20.40	54,720.00	2.13	468,248.43	18.26
121	FICA	179,482	30,493.37	16.99	10,579.67	5.89	19,913.70	11.09
122	UNEMPLOYMENT COMPENSATION	40,000	30,454.81	76.14	240.00	0.60	30,214.81	75.54
123	PERF	83,580	13,426.42	16.06	5,924.32	7.09	7,502.10	8.98
124	GROUP INSURANCE	129,000	25,097.10	19.46	0.00	0.00	25,097.10	19.46
120	EMPLOYEE BENEFITS	432,062	99,471.70	23.02	16,743.99	3.88	82,727.71	19.15
100	PERSONAL SERVICES	2,996,184	622,440.13	20.77	71,463.99	2.39	550,976.14	18.39
211	OFFICIAL RECORDS	350	350.00	100.00	0.00	0.00	350.00	100.00
212	PROMOTIONAL/PRINTING	14,000	(9,443.91)	(67.46)	2,700.69	19.29	(12,144.60)	(86.75)
213	OTHER OFFICE SUPPLIES	15,000	(1,796.82)	(11.98)	1,031.30	6.88	(2,828.12)	(18.85)
210	OFFICE SUPPLIES	29,350	(10,890.73)	(37.11)	3,731.99	12.72	(14,622.72)	(49.82)
221	CLEANING SUPPLIES	35,000	26,982.98	77.09	192.17	0.55	26,790.81	76.55
222	FUEL, OIL AND LUBRICANTS	40,000	14,698.17	36.75	0.00	0.00	14,698.17	36.75
223	OTHER OPERATING SUPPLIES	71,000	12,100.70	17.04	11,316.64	15.94	784.06	1.10
220	OPERATING SUPPLIES	146,000	53,781.85	36.84	11,508.81	7.88	42,273.04	28.95
231	BUILDING SUPPLIES	8,000	(38,845.36)	(485.57)	428.76	5.36	(39,274.12)	(490.93)
233	REPAIR PARTS & SUPPLIES	10,000	(6,895.81)	(68.96)	2,262.77	22.63	(9,158.58)	(91.59)
234	OTHER MAINT SUPPLIES	5,650	5,623.96	99.54	0.00	0.00	5,623.96	99.54
230	REPAIR/MAINT SUPPLIES	23,650	(40,117.21)	(169.63)	2,691.53	11.38	(42,808.74)	(181.01)
241	VIDEOTAPE	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
240	OTHER SUPPLIES	14,000	14,000.00	100.00	0.00	0.00	14,000.00	100.00
200	SUPPLIES	213,000	16,773.91	7.88	17,932.33	8.42	(1,158.42)	(0.54)
311	CONSULTING SERVICES	11,000	(9,304.87)	(84.59)	0.00	0.00	(9,304.87)	(84.59)
312	BUILDING SERVICES	10,000	5,617.50	56.18	0.00	0.00	5,617.50	56.18
313	LEGAL SERVICES	4,000	3,083.50	77.09	0.00	0.00	3,083.50	77.09
314	OTHER PROFESSL SERVICES	6,500	4,020.42	61.85	0.00	0.00	4,020.42	61.85
310	PROFESSIONAL SERVICES	31,500	3,416.55	10.85	0.00	0.00	3,416.55	10.85
321	TELECOMMUNICATIONS	62,000	18,293.91	29.51	0.00	0.00	18,293.91	29.51
322	POSTAGE	35,000	9,023.43	25.78	0.00	0.00	9,023.43	25.78
323	TRAVELING EXPENSE	10,000	(7.63)	(0.08)	0.00	0.00	(7.63)	(0.08)
324	TRAINING & DEVELOPMENT	9,000	2,899.10	32.21	0.00	0.00	2,899.10	32.21
325	FREIGHT AND PARCEL	1,000	547.39	54.74	0.00	0.00	547.39	54.74
320	COMMUNICATION/TRANSPORT	117,000	30,756.20	26.29	0.00	0.00	30,756.20	26.29
331	ADVERTISING/PUBLICATION	2,200	1,462.56	66.48	0.00	0.00	1,462.56	66.48
332	PRINTING-OUTSIDE VENDORS	1,500	(394.62)	(26.31)	0.00	0.00	(394.62)	(26.31)
330	PRINTING & ADVERTISING	3,700	1,067.94	28.86	0.00	0.00	1,067.94	28.86
341	OFFICIAL BONDS	100	100.00	100.00	0.00	0.00	100.00	100.00
342	INSURANCE	34,000	5,381.00	15.83	0.00	0.00	5,381.00	15.83
340	TOTAL INSURANCE	34,100	5,481.00	16.07	0.00	0.00	5,481.00	16.07

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH OCTOBER 31, 1984

S/A	DESCRIPTION	BUDGET	JUL	%	AUG	%	SEP	%	OCT	%	NOV	%	DEC	%	YTD	%
351	UTILITIES-NATURAL GAS	99,000	1,118.40	1.13	367.00	0.37	23.28	0.02	4,713.28	4.76		0.00		0.00	59,345.21	59.94
352	UTILITIES-ELECTRIC	269,000	23,270.60	8.65	22,292.30	8.29	22,971.65	8.54	20,868.95	7.76		0.00		0.00	207,406.99	77.10
353	UTILITIES-WATER	6,000	623.35	10.39	534.27	8.90	682.88	11.38	462.20	7.70		0.00		0.00	4,406.59	73.44
354	WASTE DISPOSAL SERVICES	8,000	747.47	9.34	723.27	9.04	911.91	11.40	578.46	7.23		0.00		0.00	5,692.23	71.15
350	UTILITY SERVICES	382,000	25,759.82	6.74	23,916.84	6.26	24,589.72	6.44	26,622.89	6.97	0.00	0.00	0.00	0.00	276,851.02	72.47
361	BUILDINGS-REPAIR/MAINT	107,000	11,219.28	10.49	17,232.54	16.11	8,120.38	7.59	7,798.30	7.29		0.00		0.00	101,880.69	95.22
362	EQUIPMENT-REPAIR/MAINT	100,000	6,342.48	6.34	5,609.95	5.61	10,345.77	10.35	5,190.36	5.19		0.00		0.00	73,475.75	73.48
360	REPAIRS & MAINTENANCE	207,000	17,561.76	8.48	22,842.49	11.04	18,466.15	8.92	12,988.66	6.27	0.00	0.00	0.00	0.00	175,356.44	84.71
371	BUILDING RENTAL	3,000	200.00	6.67	200.00	6.67	200.00	6.67	200.00	6.67		0.00		0.00	2,000.00	66.67
372	EQUIPMENT RENTAL	21,000	606.53	2.89	453.47	2.16	749.79	3.57	607.52	2.89		0.00		0.00	8,624.45	41.07
370	RENTALS	24,000	806.53	3.36	653.47	2.72	949.79	3.96	807.52	3.36	0.00	0.00	0.00	0.00	10,624.45	44.27
391	DUES & MEMBERSHIPS	4,000	0.00	0.00	0.00	0.00	350.00	8.75	0.00	0.00		0.00		0.00	625.00	15.63
392	INTEREST-TEMPORARY LOANS	42,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	11,875.00	28.27
394	TRANSFER TO LIRF	117,481	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00
395	BINDERY SERVICES	42,000	2,136.52	5.09	2,369.10	5.64	1,600.29	3.81	1,260.93	3.00		0.00		0.00	16,949.11	40.36
396	COMPUTER SERVICES	76,000	8,738.93	11.50	8,518.41	11.21	4,209.46	5.54	5,321.98	7.00		0.00		0.00	38,251.38	50.33
397	PHOTOGRAPHIC SERVICES	4,000	57.25	1.43	82.62	2.07	63.47	1.59	103.80	2.60		0.00		0.00	580.26	14.51
398	PROPERTY TAXES	2,519	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	1,259.05	49.98
390	OTHER SERVICES	288,000	10,932.70	3.80	10,970.13	3.81	6,223.22	2.16	6,686.71	2.32	0.00	0.00	0.00	0.00	69,539.80	24.15
300	OTHER SERVICES & CHARGES	1,087,300	71,425.57	6.57	63,769.86	5.86	62,421.53	5.74	84,606.68	7.78	0.00	0.00	0.00	0.00	677,950.02	62.35
440	FURNITURE AND EQUIPMENT	100,700	434.97	0.43	574.66	0.57	3,232.15	3.21	1,136.32	1.13		0.00		0.00	58,198.44	57.79
451	BOOKS	668,500	49,698.54	7.43	44,729.19	6.69	42,183.33	6.31	72,836.84	10.90		0.00		0.00	484,073.68	72.41
452	PERIODICALS/NEWSPAPERS	181,450	10,585.58	5.83	1,760.58	0.97	4,229.10	2.33	11,181.41	6.16		0.00		0.00	65,257.91	35.96
453	NONPRINTED MATERIALS	105,050	8,213.24	7.82	5,994.69	5.71	2,989.72	2.85	5,654.06	5.38		0.00		0.00	60,714.61	57.80
450	OTHER CAPITAL OUTLAYS	955,000	68,497.36	7.17	52,484.46	5.50	49,402.15	5.17	89,672.31	9.39	0.00	0.00	0.00	0.00	610,046.20	63.88
400	CAPITAL OUTLAYS	1,055,700	68,932.33	6.53	53,059.12	5.03	52,634.30	4.99	90,808.63	8.60	0.00	0.00	0.00	0.00	668,244.64	63.30
901	TOTAL OPERATING FUND	5,352,184	417,281.26	7.80	351,836.14	6.57	351,475.54	6.57	417,713.77	7.80	0.00	0.00	0.00	0.00	3,916,164.62	73.17

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH OCTOBER 31, 1984

S/A	DESCRIPTION	BUDGET	BALANCE	%	ENCUM-10/31	%	UNEMC BAL	%
351	UTILITIES-NATURAL GAS	99,000	39,654.79	40.06	0.00	0.00	39,654.79	40.06
352	UTILITIES-ELECTRIC	269,000	61,593.01	22.90	0.00	0.00	61,593.01	22.90
353	UTILITIES-WATER	6,000	1,593.41	26.56	0.00	0.00	1,593.41	26.56
354	WASTE DISPOSAL SERVICES	8,000	2,307.77	28.85	0.00	0.00	2,307.77	28.85
350	UTILITY SERVICES	382,000	105,148.98	27.53	0.00	0.00	105,148.98	27.53
361	BUILDINGS-REPAIR/MAINT	107,000	5,119.31	4.78	24,882.90	23.26	(19,763.59)	(18.47)
362	EQUIPMENT-REPAIR/MAINT	100,000	26,524.25	26.52	2,006.23	2.01	24,518.02	24.52
360	REPAIRS & MAINTENANCE	207,000	31,643.56	15.29	26,889.13	12.99	4,754.43	2.30
371	BUILDING RENTAL	3,000	1,000.00	33.33	0.00	0.00	1,000.00	33.33
372	EQUIPMENT RENTAL	21,000	12,375.55	58.93	20.00	0.10	12,355.55	58.84
370	RENTALS	24,000	13,375.55	55.73	20.00	0.08	13,355.55	55.65
391	DUES & MEMBERSHIPS	4,000	3,375.00	84.38	0.00	0.00	3,375.00	84.38
392	INTEREST-TEMPORARY LOANS	42,000	30,125.00	71.73	0.00	0.00	30,125.00	71.73
394	TRANSFER TO LIRF	117,481	117,481.00	100.00	0.00	0.00	117,481.00	100.00
395	BINDERY SERVICES	42,000	25,050.89	59.64	0.00	0.00	25,050.89	59.64
396	COMPUTER SERVICES	76,000	37,748.62	49.67	5,375.00	7.07	32,373.62	42.60
397	PHOTOGRAPHIC SERVICES	4,000	3,419.74	85.49	41.74	1.04	3,378.00	84.45
398	PROPERTY TAXES	2,519	1,259.95	50.02	0.00	0.00	1,259.95	50.02
390	OTHER SERVICES	288,000	218,460.20	75.85	5,416.74	1.88	213,043.46	73.97
300	OTHER SERVICES & CHARGES	1,087,300	409,349.98	37.65	32,325.87	2.97	377,024.11	34.68
440	FURNITURE AND EQUIPMENT	100,700	42,501.56	42.21	35,634.81	35.39	6,866.75	6.82
451	BOOKS	668,500	184,426.32	27.59	149,027.26	22.29	35,399.06	5.30
452	PERIODICALS/NEWSPAPERS	181,450	116,192.09	64.04	0.00	0.00	116,192.09	64.04
453	NONPRINTED MATERIALS	105,050	44,335.39	42.20	0.00	0.00	44,335.39	42.20
450	OTHER CAPITAL OUTLAYS	955,000	344,953.80	36.12	149,027.26	15.60	195,926.54	20.52
400	CAPITAL OUTLAYS	1,055,700	387,455.36	36.70	184,662.07	17.49	202,793.29	19.21
901	TOTAL OPERATING FUND	5,352,184	1,436,019.38	26.83	306,384.26	5.72	1,129,635.12	21.11

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MAILING ADDRESS: BOX 2270
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Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Awarding of Contract

REPORT AND RECOMMENDATION ON PARKING LOT PROPOSALS

The Board of Library Trustees has previously authorized the staff to seek proposals for operation of the three public parking lots at the Main Library. Current contract for operation of those lots expires 31 December 1984.

The staff invited four firms to submit proposals by 21 November. Proposals were received from Knight Parking Company, Light and Breuning Realtors, and APCOA, Inc. This document evaluates the three proposals.

Term: Knight Parking Company and Light and Breuning propose five-year agreements, 1 January 1985 - 31 December 1989. APCOA proposes a three-year agreement with a two-year extension by mutual consent.

Operation of the lots: All three firms have made essentially the same proposal to manage the lots and to bear all operating expenses. Knight Parking Company requests that the Library share in the cost of snow removal whenever a snow emergency has been declared by the City of Fort Wayne.

Proposed Improvements: Knight Parking Company proposes to redesign and restripe certain areas at its expense. Light and Breuning Realtors proposes at its expense to refurbish the landscaping at Wayne and Webster Streets by 31 October 1985, to replace the parking booth and increase security lighting at Wayne and Webster Streets, to install additional landscaping at Washington and Harrison Streets, and to install control gates at both the Washington and Harrison and the Wayne and Webster lots.

Additional Services: Light and Breuning proposes to provide at its expense for snow removal and annual striping on the three Library-owned parking lots now used for staff and volunteer parking.

Payments: Knight Parking Company proposes to pay $96,000 per year plus 64% of all gross revenues above $160,000 per year for the first three years and $108,000 per year plus 64% of gross revenues above $170,000 per year for the fourth and fifth years.

Light and Breuning prooses five options, with one to be selected by the Library. Under each option, the minimum is a guaranteed amount, with additional payments to be made when the percentage rental exceeds the guaranteed minimum.

	ANNUAL GUARANTEED MINIMUM	PERCENTAGE OF ALL GROSS RECEIPTS TO BE PAID TO THE LIBRARY
OPTION A	$110,000	61%
OPTION B	102,500	62%
OPTION C	95,000	63%
OPTION D	87,500	64%
OPTION E	80,000	67%

- APCOA proposes to pay $95,000 per year plus 67% of all gross revenues above $138,000 per year.

Rental Projections: The attached tables demonstrate what the rentals paid to the Library would be under the various proposals, given various assumptions about increases in gross revenue. Gross revenue for 1984 will be approximately $140,000.

Decision Factors: The decision is between Light and Breuning Proposal A and the APCOA Proposal. Factors to be considered include the total payments to the Library over the five-year agreement, the revenue impact of sale or development of the Harrison and Washington property, and the value of additional services and improvements.

Total differences in payments to be made to the Library over a five-year agreement are very small. Slight differences in the growth in gross revenue will determine which proposal will actually generate more money for the Library.

Distribution of payments within the five-year period makes the Light and Breuning Proposal A somewhat more favorable. At the end of three years the Light and Breuning Proposal A would generate $330,000, under all three gross revenue projections. At the end of three years the APCOA Proposal would

ASSUMPTION: 4% Increase in Gross Revenue

Year	Gross	Knight	Light & Breuning (A)	Light & Breuning (E)	APCOA
1985	$146,000	$ 96,000	$110,000	$ 97,820	$100,360
1986	152,000	96,000	110,000	101,840	104,380
1987	158,000	96,000	110,000	105,860	108,400
1988	165,000	108,000	110,000	110,550	113,090
1989	171,000	108,640	110,000	114,570	117,110
	$792,000	$504,640	$550,000	$530,640	$543,340

ASSUMPTION: 5% Increase in Gross Revenue

1985	$147,000	$ 96,000	$110,000	$ 98,490	$101,030
1986	154,000	96,000	110,000	103,108	105,720
1987	162,000	97,280	110,000	108,540	111,080
1988	170,000	108,000	110,000	113,900	116,440
1989	178,000	113,120	110,000	119,260	121,800
	$811,000	$510,400	$550,000	$543,370	$556,070

ASSUMPTION: 6% Increase in Gross Revenue

1985	$148,000	$ 96,000	$110,000	$ 99,160	$101,700
1986	157,000	96,000	110,000	105,190	107,730
1987	167,000	100,480	110,000	111,890	114,430
1988	177,000	112,480	110,000	118,590	121,130
1989	187,000	118,880	114,070	125,290	127,830
	$836,000	$523,840	$554,070	$560,120	$572,820

generate $313,140 to $323,860, depending on gross revenue growth. APCOA is not obligated to extend the agreement at the end of three years.

If the sale or development of the Harrison and Washington property were to take place at any time during the first three years of the agreement, the Light and Breuning Proposal A would generate more income for the Library.

The improvements proposed by Light and Breuning would have some presently undetermined value to the Library. The proposed snow removal and striping of staff lots would be worth about $1800 the first year, allowing the Library to sell a vehicle used mainly for snow removal, and about $1000 per year in the second through fifth years. This value could be higher or lower, depending on the weather.

Recommendation: Certainty is unavailable. Inflation rates in the next five years, development prospects for the Harrison and Washington lot, and the severity of the next five winters will determine the correctness of this recommendation. Light and Breuning has performed well under the current contractual agreement. The staff, therefore, recommends that the Board of Library Trustees award the contract to Light and Breuning Realtors, choosing Payment Option A.

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Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Approval

REPORT AND RECOMMENDATION OF THE COMMITTEE ON COMPENSATION CONCERNING AUTHORIZED STAFFING AND SALARY LEVELS FOR 1985

The committee on compensation, consisting of Rae Gates, chairman, Alan McMahan, and Zohrab Tazian, recommends the adoption of the Authorized Staffing Table for the Allen County Public Library for 1985.

This Authorized Staffing Table is based on three changes from 1984:

1. The Authorized Staffing Table provides for a basic salary increase of 4% for all staff members.

2. The Table provides for one additional full-time librarian position and sixteen additional part-time support positions, coming to a full-time equivalent, including the full-time position, of 9.1 positions. The Board has approved the addition of these positions for the remainder of 1984 at the October Board meeting. It is the recommendation of the committee on compensation that these positions be continued through 1985.

3. Reclassifications of positions and other minor changes as follows:

Art, Music, and A-V Services	#284	Grade 3 to Grade E
Genealogy librarian	#342	Move to MLS
Public Information Assistant	#261	Move within Grade E
Bookmobile librarian	#152	Move from half-time to full-time
Maintenance technician	#501	Grade 3 to Grade 4
Maintenance technician	#503	Grade 3 to Grade 4
Purchasing clerk	#431	Grade 3 to Grade 4
Acquisitions clerk	#554	Grade 2 to Grade 3

Total annual cost of these reclassification and individual adjustments will be less than $20,000.

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOURS PER SVC AREA	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA	1985 PROPOSED STAFFING LEVEL	1985 PROPOSED PLUS 4%	TOTAL $ 1985 SERVICE AREA	1985 PERF	1985 FICA
ADMIN SVCS	001	DIRECT	ASHTON	9	40		1		48350.00		48350.00	50284.00		2388.49	3545.02
	002	SECY	SMITH,K	E	40	ADMIN SVCS	1	ADMIN SVCS	14470.06	ADMIN SVCS	14470.06	15048.06	ADMIN SVCS	714.02	1060.94
	003	AUTO PROJ MGR	STANLEY	8	40	120	1	3	28600.00	91420.06	28600.00	29744.00	95076.06	1412.04	2096.95
BRAN&BKM SVCS	100	DIV MGR	KAYE	8	40	BRAN&BKM SVCS	1	BRAN&BKM SVCS	28600.00	BRAN&BKM SVCS	28600.00	29744.00	BRAN&BKM SVCS	1412.04	2096.95
GEORGETOWN	110	BRAN MGR	SWARTZLANDER	7	40	1760	1	44.2	22040.00	578584.33	22040.00	22929.92	623594.52	1009.17	1616.56
	111	ASST MGR	BUHR	E	40		1		17265.20		17265.20	17955.09		852.90	1265.09
	112	BKM LIBRN	GAUNT	E	40		1		14470.06		14470.06	15048.06		714.02	1060.94
	113	BKM LIBRN	BALLARD	E	40		1		14470.06		14470.06	15048.06		714.02	1060.94
	114	BRAN LIBRN	SELZER	E	40		1		12964.06		12964.06	13483.45		640.46	950.58
	115	BRAN CLK	WITMER,KAY	3	40		1		9954.46		9954.46	10352.64		491.75	729.06
	116	BRAN CLK	GUFFEY	3	40		1		9954.46		9954.46	10352.64		491.75	729.06
	117	BRAN CLK	WINESBURG	3	32		.8		7955.30		7955.30	8273.51			583.28
	118	BRAN CLK	YONKMAN	3	16		.4		3977.12		3977.12	4136.20			291.60
	119	?? BRAN CLK	MEEHAN	3	16	GEORGETOWN	.4	GEORGETOWN		GEORGETOWN	3977.12	4136.20	GEORGETOWN		291.60
	120	?? PAGE		1	24	384	.6	9.6		117036.72	4842.24	5035.93	130890.32		355.03
	121	BRAN CLK	BROWN	3	16	HARLAN	.4	HARLAN	3977.12	HARLAN	3977.12	4136.20	HARLAN		291.60
HARLAN	130	BRAN MGR	TUSTISON	E	40	40	1	1	14470.06	14470.06	14470.06	15048.06	15048.06	714.02	1060.94
HESSEN CASSEL	140	BRAN MGR	MEADOWS	7	40		1		20257.66		20257.66	21067.97		1000.73	1485.29
	141	BRAN ASST	GERIG	4	40		1		11077.00		11077.00	11520.08		547.20	812.17
	142	BRAN CLK	BUSING	3	40		1		9954.46		9954.46	10352.64		491.75	729.06
	143	BRAN CLK	HOWARD	3	25		.625		6214.78		6214.78	6463.37			455.67
	144	BRAN CLK	ROSS	3	20	HESSEN CASSEL	.5	HESSEN CASSEL	4971.40	HESSEN CASSEL	4971.40	5170.26	HESSEN CASSEL		364.50
	145	PAGING		1	20	185	.5	4.625	4034.36	56509.66	4034.36	4195.73	58770.05		295.00
LITTLE TURTLE	150	MGR/BIBLD	WITMER,KATHY	7	40		1		24533.00		24533.00	25514.32		1211.93	1790.76
	151	BKM LIBRN	TRITCH	E	40		1		14470.06		14470.06	15048.06		714.02	1060.94
	152	?? *** BKM LIBRN	???????????	E	40		1		7235.03		14470.06	15048.06		714.02	1060.94
	153	BRAN ASST	SEIFERT	4	40		1		11077.00		11077.00	11520.08		547.20	812.17
	154	BRAN CLK	BAUSERMAN	3	40		1		9954.46		9954.46	10352.64		491.75	729.06
	155	BRAN CLK	TOBIN	3	20		.5		4971.40		4971.40	5170.26			364.50
	156	BRAN CLK	BARRETT	3	36		.9		8949.58		8949.58	9307.56			656.10
	157	?? BRAN CLK	???????????	3	20	LITTLE TURTLE	.5	LITTLE TURTLE		LITTLE TURTLE	4971.40	5170.26	LITTLE TURTLE		364.50
	158	PAGING		1	20	296	.5	7.4	4034.36	85224.09	4034.36	4195.73	101320.57		295.00
MONROEVILLE	170	BRAN MGR	ELLIOTT	E	40	MONROEVILLE	1	MONROEVILLE	14815.62	MONROEVILLE	14815.62	15408.24	MONROEVILLE	731.09	1086.28
	171	BRAN ASST	WAGNER	4	20	60	.5	1.5	5534.26	20349.00	5534.26	5755.63	21163.00		405.77
NEW HAVEN	180	BRAN MGR	HUNT	7	40		1		20257.66		20257.66	21067.97		1000.73	1485.29
	181	BRAN ASST	WISSMAN	4	40	NEW HAVEN	1	NEW HAVEN	13063.00	NEW HAVEN	13063.00	13585.52	NEW HAVEN	645.31	957.70
	182	BRAN CLK	PEMBERTON	3	22	102	.55	2.55	5460.54	38789.20	5460.54	5687.20	40340.77		400.95
PONTIAC	190	BRAN MGR	PAYNE	E	40	PONTIAC	1	PONTIAC	14815.62	PONTIAC	14815.62	15408.24	PONTIAC	731.09	1086.28
	191	BRAN ASST	CATO	4	40	80	1	2	11077.00	25892.62	11077.00	11520.08	26920.32	547.20	812.17
SHAWNEE	200	BRAN MGR	LAUER	7	40		1		21470.00		21470.00	22328.80		1060.62	1574.10
	201	BKM LIBRN	REYNOLDS	E	40		1		14470.06		14470.06	15048.06		714.02	1060.94
	202	BKM LIBRN	LINNEMEYER	E	40		1		14470.06		14470.06	15048.06		714.02	1060.94
	203	BRAN ASST	MAKRIS	4	40		1		11077.00		11077.00	11520.08		547.20	812.17
	204	BRAN CLK	MERTZ	3	40		1		9954.46		9954.46	10352.64		491.75	729.06
	205	BRAN CLK	MCKENNA	3	25	SHAWNEE	.625	SHAWNEE	6214.78	SHAWNEE	6214.78	6463.37	SHAWNEE		455.67
	206	PAGING		1	20	245	.5	6.125	4034.36	81690.72	4034.36	4195.73	84958.35		295.00
TECUMSEH	210	BRAN MGR	LEFFERS	7	40		1		20257.66		20257.66	21067.97		1000.73	1485.29
	211	BRAN ASST	MUSTIN	4	40	TECUMSEH	1	TECUMSEH	11077.00	TECUMSEH	11077.00	11520.00	TECUMSEH	547.20	812.17
	212	BRAN CLK	PRICE	3	32	112	.8	2.8	7955.30	39289.96	7955.30	8273.51	40861.56		583.28
WAYNEDALE	220	BRAN MGR	FISHER	7	40		1		20257.66		20257.66	21067.97		1000.73	1485.29
	221	BRAN ASST	HOFFMAN	4	40		1		11077.00		11077.00	11520.00		547.20	812.17
	222	BRAN CLK	BECKMAN	3	40		1		9954.46		9954.46	10352.64		491.75	729.06
	223	BRAN CLK	BAKER	3	24	WAYNEDALE	.6	WAYNEDALE	5965.68	WAYNEDALE	5965.68	6204.31	WAYNEDALE		437.40
	224	BRAN CLK	CAMPBELL	3	20	184	.5	4.6	4971.40	56260.56	4971.40	5170.26	58510.98		364.50
	225	PAGING		1	20	WOODBURN	.5	WOODBURN	4034.36	WOODBURN	4034.36	4195.73	WOODBURN		295.00
WOODBURN	230	BRAN MGR	STAUFFER	E	40	40	1	1	14470.06	14470.06	14470.06	15048.06	15048.06	714.02	1060.94

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOURS PER SVC AREA	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA	1985 PROPOSED STAFFING LEVEL	1985 PROPOSED PLUS 4%	TOTAL $ 1985 SERVICE AREA	1985 PERF	1985 FICA
FINANCIAL SVCS	240	DIV MGR	LEHMAN	8	40	FINANCIAL SVCS	1	FINANCIAL SVCS	28800.00	FINANCIAL SVCS	28600.00	29744.00	FINANCIAL SVCS	1412.84	2096.95
	241	FINAN ASST	SILLS	4	40	80	1	2	12964.86	40964.86	12964.86	13483.45	43227.45	640.46	950.58
PERSONNEL SVCS	250	DIV MGR	HOLLY	8	40		1		28600.00		28600.00	29744.00		1412.84	2096.95
	251	PERSONNEL ASST	SCHLATTER	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	252	VOLUNTEER MGR	ARNOLDY	7	40	PERSONNEL SVCS	1	PERSONNEL SVCS	16800.00	PERSONNEL SVCS	16800.00	17472.00	PERSONNEL SVCS	829.92	1231.78
	253	SECY/RECPT	MCINTOSH	3	40	160	1	4	9954.46	70031.22	9954.46	10352.64	72832.47	491.75	729.86
PUB INFO SVCS	260	DIV MGR	MILNE	8	40	PUB INFO SVCS	1	PUB INFO SVCS	28600.00	PUB INFO SVCS	28600.00	29744.00	PUB INFO SVCS	1412.84	2096.95
	261	? * PUB INFO ASST	SPRUNGER	E	40	200	1	5	12964.86	79766.20	14676.76	15263.83	84737.22	725.03	1076.10
PRINT SVCS	265	DEPT MGR	RUST	7	40		1		17169.88		17169.88	17856.68		848.19	1258.90
	266	PRIN SVCS SPVS	DENNIS	4	40	PRINT SCVS	1	PRINT SCVS	11077.00	PRINT SVCS	11077.00	11520.08	PRINT SVCS	547.20	812.17
	267	PRIN SVCS ASST	VICE	3	40	120	1	3	9954.46	38201.34	9954.46	10352.64	39729.39	491.75	729.86
PUBLIC SVCS	270	DIV MGR	FORTRIEDE	8	40	PUBLIC SVCS	1	PUBLIC SVCS	33850.00	PUBLIC SVCS	33850.00	35204.00	PUBLIC SVCS	1672.19	2481.00
	271	* SECY	BRADEN	E	40	40	1	1	12964.86	33850.00	12964.86	13483.45	35204.00	640.46	950.58
AMAV SVCS	280	DEPT MGR	ISCA	7	40		1		20257.66		20257.66	21067.97		1000.73	1485.29
	281	** ASST DEPT MGR	CLINKENBEARD	E	40		1		15736.76		15736.76	16366.23		777.40	1153.82
	282	DEPT LIBRN	KOHLMEYER	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	283	DEPT LIBRN	SMITH,M	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	284	??? DEPT CLK	MOTSINGER	E	40		1		9954.46		14676.76	15263.83		725.03	1076.10
	285	* DEPT CLK	BACHLE	3	25		.625		5965.64		6229.11	6478.27			456.72
	288	?? DESK ATTD		1	60	AMAV SVCS	1.5	AMAV SVCS		AMAV SVCS	12103.08	12587.20	AMAV SVCS		887.40
	289	SUN/DEPT CLK		3	4	289	.1	7.225	746.24	82014.28	726.24	755.29	103046.46		53.25
BUS&TECH DEPT	300	DEPT MGR	DICKMEYER	7	40		1		22048.00		22048.00	22929.92		1089.17	1616.56
	301	** ASST MGR	MROZOWSKI	E	40		1		17265.28		17265.28	17955.89		852.98	1265.89
	302	DEPT LIBRN	ECKMAN	E	40		1		16205.28		16205.28	16853.49		800.54	1188.17
	303	DEPT LIBRN	ASCHLIMAN	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	304	DEPT LIBRN	CONKLIN	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	305	DEPT LIBRN	ROSE	E	40		1		16205.28		16205.28	16853.49		800.54	1188.17
	306	DEPT CLK	TRUESDELL,B	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	307	PER RM ATTD	GAINES,R	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	308	PER RM ATTD	RAUCH	3	20	BUS&TECH DEPT	.5	BUS&TECH DEPT	4971.40	BUS & TECH	4971.40	5170.26	BUS&TECH DEPT		364.50
	309	PER RM ATTD	YOUNG	3	20	360	.5	9	4971.40	130929.00	4971.40	5170.26	136166.24		364.50
CHILD SVCS	320	DEPT MGR	WOODRUFF	7	40		1		22048.00		22048.00	22929.92		1089.17	1616.56
	321	ASST DEPT MGR	GOMEZ	E	40		1		15736.76		15736.76	16366.23		777.40	1153.82
	322	DEPT LIBRN	SHERWIN	E	40		1		12964.86		12964.86	13483.45		640.46	950.58
	323	DEPT CLK	ROEMBKE,J	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	324	DEPT CLK	ROBERSON	3	24		.6		5965.68		5965.68	6204.31			437.40
	325	DEPT CLK	VOORS	3	20		.5		4971.40		4971.40	5170.26			364.50
	326	DEPT CLK	CAVANAUGH	3	20	CHILD SVCS	.5	CHILD SVCS	4971.40	CHILD SVCS	4971.40	5170.26	CHILD SVCS		364.50
	327	PAGING		1	20	244	.5	6.1	4034.36	80646.92	4034.36	4195.73	83872.80		295.00
GENEAL DEPT	340	** DEPT MGR	CLEGG	7	40		1		22048.00		22048.00	22929.92		1089.17	1616.56
	341	** ASST DEPT MGR	WITCHER	E	40		1		15736.76		15736.76	16366.23		777.40	1153.82
	342	? DEPT LIBRN	BEATTY	E	40		1		14676.76		16205.28	16853.49		800.54	1188.17
	343	DEPT LIBRN	BOURNE	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	344	LBRN/WKRM SPVS	ZORN	E	40		1		12964.86		12964.86	13483.45		640.46	950.58
	345	MICRO SPVS	MCCORD	4	40		1		11077.00		11077.00	11520.08		547.20	812.17
	346	DEPT CLK	DENNISON	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	347	PAGE	TYMER	1	40		1		8064.48		8064.48	8387.06		398.39	591.29
	348	PAGE	LIPP	1	40	GENEAL DEPT	1		8064.48		8064.48	8387.06		398.39	591.29
	349	PAGING		1	110	470	2.75	GENEAL DEPT	17350.00	GENEAL DEPT	22482.85	23382.16	GENEAL DEPT		1648.44
	350	SUN/PAGING		1	10		.25	12	1513.20	136126.84	1513.20	1573.73	148499.66		110.95

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOURS PER SVC AREA	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA	1985 PROPOSED STAFFING LEVEL	1985 PROPOSED PLUS 4%	TOTAL $ 1985 SERVICE AREA	1985 PERF	1985 FICA
READERS SVCS	360	DEPT MGR	DEANE	7	40		1		22048.00		22048.00	22929.92		1089.17	1616.56
	361	** ASST DEPT MGR	PALLONE	E	40		1		17265.28		17265.28	17955.89		852.90	1265.89
	362	DEPT LIBRN	STRODE	E	40		1		16205.28		16205.28	16853.49		800.54	1188.17
	363	DEPT LIBRN	MCCAFFERY	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	364	DEPT LIBRN	HALL	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	365	DEPT LIBRN	ROGERS	E	40		1		16205.28		16205.28	16853.49		800.54	1188.17
	366	?? DEPT LIBRN	????????????	E	40		1				16205.28	16853.49		800.54	1188.17
	367	*** TB ASST	ALLMINDINGER	4	40		1		11077.00		11077.00	11520.08		547.20	812.17
	368	TB CLK	FREDERICK	2	30		.75		6945.12		6945.12	7222.92			509.22
	369	DEPT CLK	GETTS	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	371	?? DEPT CLK	????????????	3	20	READERS SVCS	.5	READERS SVCS		READERS SVCS	4971.40	5170.26	READERS SVCS		364.50
	372	RESV CLK	KNUTH	4	40	450	1	11.25	11077.00	140130.94	11077.00	11520.08	167759.92	547.20	812.17
TELECOM CNTR	380	? DEPT MGR	ROWE	7	40		1		20257.00		20257.66	21067.97		1000.73	1485.29
	381	ASST DEPT MGR	WILLIAMS	E	40		1		17265.28		17265.28	17955.89		852.90	1265.89
	382	PB ACCESS CORD	SCOFIELD	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	383	PROGRMR	ABBOTT	E	40	TELECOM CNTR	1	TELECOM CNTR	14470.06	TELECOM CNTR	14470.06	15048.86	TELECOM CNTR	714.82	1060.94
	384	PRODUCT ASST	HOLLBERG	3	40	200	1	5	9954.46	76623.56	9954.46	10352.64	79689.19	491.75	729.86
YNG ADLT SVCS	400	DEPT MGR	HENNING	7	40		1		20257.66		20257.66	21067.97		1000.73	1485.29
	401	ASST DEPT MGR	PARRISH	E	40		1		15736.76		15736.76	16366.23		777.40	1153.82
	402	DEPT LIBRN	COLLIS	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	403	DEPT LIBRN	ZYCH	E	25		.625		8102.64		8102.64	8426.75			594.09
	404	DEPT CLK	MANSFIELD	3	16		.4		3977.12		3977.12	4136.20			291.60
	405	DEPT CLK	TIMINSKY,VER	3	15		.375		3729.08		3729.08	3878.24			273.42
	406	PAGING		1	18	YNG ADULT SVCS	.45	YNG ADULT SVCS	3631.56	YNG ADULT SVCS	3631.56	3776.82	YNG ADULT SVCS		266.27
	407	SUN/PAGING		1	5	203	.125	5.075	756.60	72083.54	756.60	786.86	74966.88		55.47
	408	DEPT LIBRN		E	4		.1		1215.36		1215.36	1263.97			89.11
SUPPORT SVCS	430	DIV MGR	????????????	8	40	SUPPORT SVCS	1	SUPPORT SVCS	28600.00	SUPPORT SVCS	28600.00	29744.00	SUPPORT SVCS	1412.84	2096.95
	431	??? PURCHAS CLK	ANDREWS	4	40	2362	1	59.05	9954.46	572231.62	11509.43	11969.81	636725.58	568.57	843.87
CIRC SVCS	440	DEPT MGR	SHAW	7	40		1		17169.88		17169.88	17856.68		848.19	1258.90
	441	SPVS/ASST MGR	MORRIS	E	40		1		13964.86		13964.86	14523.45		689.86	1023.90
	443	STGE SPVS	HART,D	4	40		1		12445.46		12445.46	12943.28		614.81	912.50
	444	MAIL CLK	SPALLONE	4	40		1		11077.00		11077.00	11520.08		547.20	812.17
	445	COLLECT	GATER	4	40		1		12964.86		12964.86	13483.45		640.46	950.58
	446	SHIFT LDR	WILLIAMS,L	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	447	OVRDS CLK	OBRINGER	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	448	OVRDS CLK	DAVIS	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	449	OVRDS CLK	PETERSON	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	450	?? CLRCL ASST	PETERS	3	20		.5				4971.40	5170.26			364.50
	451	?? CLRCL ASST	SCHNEIDER	3	20		.5				4971.40	5170.26			364.50
	452	*** REGIS CLK	BROOKS,E	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	453	CLRHSE CLK	ROEMBKE,D	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	454	COURIER	GAINES,A	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	455	STGE SHIFT LDR	MICHAEL	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	456	STGE SHIFT LDR	KRAJEWSKI	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	457	SHIFT LDR	SCHNURR	3	28		.7		6959.68		6959.68	7238.07			510.28
	458	SHIFT LDR	BROOKS,B	3	28		.7		6959.68		6959.68	7238.07			510.28
	459	PAGING		1	285		7.125		54223.00		58253.20	60583.33			4271.12
	460	DESK ATTD		1	265		6.625		42112.40		54223.00	56391.92			3975.63
	461	SUN/PAGING		1	15	CIRC SVCS	.375	CIRC SVCS	2269.00	CIRC SVCS	2269.00	2360.59	CIRC SVCS		166.42
	462	SUN/DESK ATTD		1	15	1236	.375	30.9	2269.00	270617.96	2269.00	2360.59	300569.62		166.42
HSEKPING SVCS	470	DEPT MGR	HOLDERMAN	7	40		1		17169.88		17169.88	17856.68		848.19	1258.90
	471	LD PER	????????????	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	473	HSEKP	CARPENTER	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	474	HSEKP	RAMER	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	475	HSEKP	SEWELL	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	476	HSEKP	HARKINS	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	477	HSEKP	HARROW	2	40		1		9260.16		9260.16	9630.57		[illegible]45	678.95
	478	?? HSEKP		2	270	HSEKPING SVCS	6.7[illegible]	[illegible]PING SVCS	53222.00	HSEKPING SVCS	62478.00	64977.12	HSEKPING SVCS	[illegible]	4580.89
	479	HSEKP/SUN		2	16	566	.4	14.15	2778.26	129425.40	2778.26	2889.39	144228.66		203.70

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOURS PER SVC AREA	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA	1985 PROPOSED STAFFING LEVEL	1985 PROPOSED PLUS 4%	TOTAL $ 1985 SERVICE AREA	1985 PERF	1985 FICA
MAINTNCE SVCS	500	BLDG ENGNR	SCHELL	7	40		1		20835.36		20835.36	21668.77		1029.27	1527.65
	501	??? MAINTEN TECH	CRICK	4	40		1		9954.46		11509.43	11969.81		568.57	843.87
	502	MAINTEN TECH	UNDERWOOD	3	40	MAINTNCE SVCS	1	MAINTNCE SVCS	9954.46	MAINTNCE SVCS	9954.46	10352.64	MAINTNCE SVCS	491.75	729.86
	503	??? MAINTEN TECH	VARDAMAN	4	40	160	1	4	9954.46	50698.74	11509.43	11969.81	55961.03	568.57	843.87
SECURITY SVCS	520	DEPT MGR	ANDERSON	7	40		1		17169.88		17169.88	17856.68		848.19	1258.90
	521	SWITCHBD OPER	WILLIAMS,C	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	522	SWITCHBD OPER	SCOTT, P	3	16		.4		3977.12		3977.12	4136.20			291.60
	523	SEC OFFCR		2	209	SECURITY SVCS	5.225	SECURITY SVCS	49230.35	SECURITY SVCS	49230.35	51199.56	SECURITY SVCS		3609.57
	524	SUN/SEC		2	15	320	.375	8	2603.25	82935.06	2603.25	2707.38	86252.46		190.87
TECHNICAL SVCS	540	? DIV MGR	HARTZELL	8	40	TECHNICAL SVCS	1	TECHNICAL SVCS	26500.00	TECHNICAL SVCS	26500.00	27560.00	TECHNICAL SVCS	1309.10	1942.98
CTLGNG SVCS	541	DEPT MGR	??????????	7	40	965	1	24.125	20257.66	304905.68	20257.66	21067.97	317273.22	1000.73	1485.29
	542	CTLGR	SCHOOLEY	E	40		1		18520.32		18520.32	19261.13		914.90	1357.91
	543	CTLGR	ROE	E	40		1		14676.76		14676.76	15263.83		725.03	1076.10
	544	CTLGR	WILLIAMS,H	E	40	CTLGNG SVCS	1	CTLGNG SVCS	14676.76	CTLGNG SVCS	14676.76	15263.83	CTLGNG SVCS	725.03	1076.10
	545	CTLGR	DEVAULT	E	40	200	1	5	14676.76	82800.26	14676.76	15263.83	86120.59	725.03	1076.10
ACQUIS SVCS	550	DEPT MGR	STEARNS	7	40		1		17169.88		17169.88	17856.68		848.19	1258.90
	551	SPVS	RIGDON	4	40		1		12155.02		12155.02	12641.22		600.46	891.21
	552	CLK/TYPE	BIRD	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	553	CLK/TYPE	EISENMANN	3	40	ACQ SVCS	1	ACQ SVCS	9954.46	ACQ SVCS	9954.46	10352.64	ACQ SVCS	491.75	729.86
	554	??? RCVE CLK	TRUESDELL,F	3	25	185	.625	4.625	5787.60	55021.42	6214.00	6462.56	57665.73		455.61
PROCESS SVCS	560	DEPT MGR	PATTEN	7	40		1		17169.88		17169.88	17856.68		848.19	1258.90
	561	SPVS	SCOTT,N	4	40		1		12155.02		12155.02	12641.22		600.46	891.21
	562	CLK/TYPE	BOSHLER	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	563	CLK/TYPE	CANSLER	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	564	CLK/TYPE	COATS	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	565	CLK/TYPE	KENASY	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	566	CLK/TYPE	TIMINSKY,VIC	3	40		1		9954.46		9954.46	10352.64		491.75	729.86
	567	CLK/TYPE	SLOWIAWSKI	3	32		.8		7955.30		7955.30	8273.51			583.28
	568	CLK/TYPE	SWANK	3	28		.7		6961.02		6961.02	7239.46			510.38
	569	PROCESS CLK	BANDELIER	2	40		1		9391.00		9391.00	9630.57		457.45	678.96
	570	PROCESS CLK	BENDER	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	571	PROCESS CLK	FITCH	2	40		1		9260.16		9260.16	9630.57		457.45	678.95
	572	PROCESS CLK	TUCKER	2	40	PROCESS SVCS	1	PROCESS SVCS	9260.16	PROCESS SVCS	9260.16	9630.57	PROCESS SVCS	457.45	678.95
	573	PROCESS CLK	WILMOIT	2	40	540	1	13.5	9391.00	140576.00	9391.00	9630.57	145926.90	457.45	678.96
INTERDIVISION	580	BIBLIOGRAPHER	SEAGLY	7	40		1		24369.40		24369.40	25344.10		1203.85	1786.76
	600	CONTINGENCY				INTERDIVISIONA		INTERDIVISIONA		INTERDIVISIONA	40000.00	100380.42	INTERDIVISIONA		0.00
	601	SUMMER STAFF				40		1	60000.00	84369.40	75000.00	83107.50	208832.10		5859.00
		GROSS PERSONNEL COST							2587643.39		2751319.47	2924980.03		105699.14	199134.84
		REC'D LSCA							18022.12		24472.00	24472.00		0.00	0.00
		NET PERSONNEL COST				8001		200.025	2569621.27		2726847.47	2900516.03		105699.14	199134.84
		BENEFITS				TOT HRS PER WK		TOT FTE			174150.00	174150.00			
		UNEMPLOY									10000.00	10000.00			
		FICA										199134.84			
		PERF										105699.14			
		TOT PERSONNEL BUDGET										3389500.00			

* 1984 SALARY REFLECTS UPWARD RECLASSIFICATION.

** POSITION CURRENTLY UNFILLED. NAME/SALARY ASSIGNED FOR REPORT PURPOSES ONLY.

*** 1984 SALARY REFLECTS SALARY OF NEW JOB.

? 1985 SALARY REFLECTS CHANGE IN SALARY.

?? 1985 ADDED POSITION.

??? 1985 SALARY REFLECTS UPWARD RECLASSIFICATION.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Approval

REPORT AND RECOMMENDATION OF THE COMMITTEE ON PERSONNEL CONCERNING SEVERAL CHANGES IN BENEFIT POLICIES

The committee on personnel, consisting of Lu Ann Beaman, chairman, Patricia Beers, and Mary Koehlinger, recommends the adoption of the attached modifications to the Allen County Public Library's benefit policies.

ACPL
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MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

5 November 1984

To: Personnel Committee of the Library Board of Trustees
From: Rick J. Ashton and Charlene P. Holly
Re: Personnel policy changes and new policy proposals

The proposed changes in policy and new policy proposals reflect the Library's commitment to providing a work environment which fosters good will and mutual trust.

CHANGES:

SICK LEAVE POLICY

From:	To:
1. Sick leave may be used for the staff member's own medical illness or disability and medical or dental appointments.	Sick leave may be used for the medical illness or disability and medical or dental appointments of the staff member, a member of the staff person's household or immediate family.
2. Sick leave will be used in minimum increments of one-half day.	Sick leave will be used in minimum increments of one hour.

VACATION POLICY

From:	To:
1. Staff hired in January through March may, after six months of employment, take up to one-half the vacation earned at six months.	After six months of service staff may take up to one-half the vacation earned at six months.

POLICIES ON ATTENDANCE, LEAVES OF ABSENCE AND ENDING EMPLOYMENT

From:	To:
1. Voting: No specific provision for time off to vote currently exists.	Staff members are encouraged to vote before or after scheduled working hours. However, when they are unable to vote at these times, they may be given sufficent time off with pay to vote with the appropriate department manager's approval.

From:

2. Behavior which is contrary to the high standards of personal and professional conduct expected of all Library staff members in their roles within the Library will result in immediate dismissal. Such behavior includes, but is not limited to, insubordination; disregard of Library policies; the posssession or use of weapons; threats or acts of violece; participation in or knowledge of illegal activity; possession or use of drugs; and the conviction of a criminal offense.

To:

Behavior which is contrary to the high standards of personal and professional conduct expected of all Library staff may result in immediate dismissal. Such behavior includes, but is not limited to, insubordination (refusal to perform assigned work or follow any reasonable instruction or order of an appropriate supervisor.)
Falsification of the employment application, interview information, or other employment-related documents or activities.
Repeated violations of Library regulations.
Absence without notification and approval.
Disregard of the Library's Equal Employment Opportunity and Affirmative Action Policy.
Sexual harassment.
Sleeping on the job.
Sexual misconduct on Library property or during the performance of Library business or employment.
Participation in and/or knowledge of illegal activity on Library property or during the performance of Library business or employment.
Mental or physical abuse of co-workers or others during the performance of Library business or employment.

Theft of Library property.
Bringing alcoholic beverages or drugs on to Library property.
Threats or acts of violence.
Willful destruction of Library property.
Conviction of a criminal offense which endangers Library business or staff.
Possession of firearms, fireworks or other weapons on Library property.
Fighting on Library property.
Gambling on Library property.
Misappropriation or misuse of Library property.
Theft of property of Library staff members or patrons.

From:

3. There is no personal leave. The Library' s flexible vacation policy provides time to pursue personal matters.

To:

The Library's flexible vacation policy provides time to pursue personal matters. In those instances when additional non-emergency unpaid time may be needed, a staff member may request such time through the appropriate manager and the personnel manager.

POLICIES ON ATTENDANCE, LEAVES OF ABSENCE AND ENDING EMPLOYMENT

From:	To:
4. Annual military duty: a staff member who is obliged to report for annual military duty will be given up to ten working days per year at the staff member's regular rate of pay.	Annual military duty: a staff member who is obliged to report for annual military duty will be given up to ten working days per year for this purpose. The Library will pay the difference, if any, between the staff member's regular rate of pay and pay received for military duty.

HOLIDAY POLICY

From:

1. The following are paid holidays for Library staff members:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

To:

The following are paid holidays for Library staff members:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
One other day during the Christmas season

NEW POLICY PROPOSALS:

We propose that the benefits of full-time employment be extended on a pro-rated basis to staff members authorized and scheduled to work 30 hours or more per week. Staff who work in these positions work in the same relationship to the Library as staff working 40 hours per week. The inclusion of these four staff members would have the following impact on benefits to them and cost to the Library:

BENEFITS:	COST:
1. Health plan: The Library will pay 75% of the cost of an individual membership and an equal amount toward the cost of an employee and dependent membership. Other conditions of this benefit will be the same as those conditions for full-time staff in similar positions.	Maximum cost in 1985 to the Library at 1985 premium rates: $2664
2. Term life and disability plan: The Library will pay 75% of the cost of a membership in this plan. Other conditions of this benefit will be the same as those conditions for full-time staff in similar positions.	Maximum cost to the Library at projected 1985 premium rates: $341.91
3. Public Employees' Retirement Fund: All conditions of this benefit under the terms of the Library's contract with PERF will be the same for all staff working 30 hours or more per week.	Maximum cost in 1985 to the Library at 1985 rate of contribution: $1132.88
	Total cost $4,318.79

4. Sick leave to be earned by staff authorized to work 30 hours per week at the rate of six hours for each two full pay periods worked to a maximum of 60 hours per year. Other conditions of this benefit will be the same as those conditions for full-time staff.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval

CONTRACT WITH INDIANA STATE LIBRARY FOR RETROSPECTIVE BIBLIOGRAPHIC CONVERSION

The Board has previously approved a grant proposal to the Indiana State Library requesting a grant of $100,000 under the Library Services and Construction Act. The grant is to be used for contract payments to OCLC, Inc. for retrospective conversion services. This second phase is identical to a $100,000 grant received during federal fiscal 1984. The grant now in question will provide for the conversion of bibliographic records of approximately 80,000 titles. When completed in August 1985, this will bring the total of machine-readable records for the Library collection to approximately 200,000 titles out of a total Library collection of about 500,000 titles.

Routine financial and project reporting will be required under this grant, as under all Library Services and Construction Act grants.

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Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval

PROPOSED SCHEDULE OF BOARD MEETINGS FOR 1985

All meetings are scheduled for the fourth Thursday of the month at 3:00 p.m., except as otherwise noted.

24 January	Main Library	
28 February	Main Library	
28 March	Main Library	
25 April	New Haven Branch	
23 May	Little Turtle Branch	
27 June	Tecumseh Branch	
25 July	Monroeville Branch	
29 August	Main Library	(Fifth Thursday)
26 September	Harlan Branch	
24 October	Georgetown Branch	
26 November	Main Library	(Tuesday)
30 December	Main Library	(Monday)

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director

AGENDA ITEM 10
Requested Action: Approval

PROPOSED SCHEDULE OF HOLIDAYS AND CLOSINGS FOR 1985

The following proposed schedule of holidays and closings provides for seven paid holidays for all Library staff, plus a partial paid holiday on Good Friday. In addition, it provides for closings on Easter Sunday and at 5:00 p.m. on New Year's Eve, which do not involve paid holidays for staff. The proposed schedule is as follows:

Date	Day of Week	Holiday
1 January	Tuesday	New Year's Day
5 April	Friday	Good Friday (12:00 noon - 3:00 p.m.)
7 April	Sunday	Easter Sunday
27 May	Monday	Memorial Day
4 July	Thursday	Independence Day
2 September	Monday	Labor Day
28 November	Thursday	Thanksgiving Day
24 December	Tuesday	Christmas Eve
25 December	Wednesday	Christmas Day
31 December	Tuesday	New Year's Eve (close at 5:00 p.m.)

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Rick J. Ashton
director

AGENDA ITEM 11
Requested Action: Approval

PROPOSED SUNDAY SCHEDULE FOR 1985

A 1985 Sunday schedule including 36 Sundays is proposed. The Main Library would be open from 1:00 p.m. to 6:00 p.m. on the proposed Sundays. The proposed Sundays include all Sundays from 7 January 1985 through 19 May 1985, except 7 April, Easter Sunday; and 8 September 1985 through 29 December 1985, inclusive.

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Rick J. Ashton
director

AGENDA ITEM 12
Requested Action: Approval

PROPOSED MILEAGE REIMBURSEMENT AMOUNT FOR 1985

The travel expense reimbursement policy adopted by the Board of Library Trustees provides that the amount to be reimbursed for staff use of personal vehicles on Library business, interviewing expenses for candidates for employment, and relocation expenses as negotiated with new employees be set annually by the Board. The staff proposes that this amount be set at 23¢ per mile for 1985. This is the same amount as adopted for 1984.

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Rick J. Ashton
director

AGENDA ITEM 13
Requested Action: Approval

PROPOSED AMENDMENT TO THE AUTHORIZED STAFFING TABLE

The staff proposes to create an additional full-time Grade 2 position, #480, in Housekeeping Services. This would provide for one full-time housekeeping employee to be on duty during the day shift at the the Main Library, Monday through Friday. This position would allow for outdoor grounds maintenance, window cleaning, meeting room set ups, and response to housekeeping emergencies. At the present time, all full-time housekeeping staff work the third shift, cleaning the Main Library and branch library buildings.

The additional salary cost of $9260.16 for this position would be absorbed by reducing and eliminating part-time housekeeping positions currently vacant on the third shift.

The benefit costs for the full-time position would come to $1443.71 at 1984 rates. These costs would be drawn from contingency budgeted amounts in the benefit lines.

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Rick J. Ashton
director

19 December 1984

To: All Library Board Members

From: Rick Ashton

The last Board meeting of 1984 will take place in the Board Room of the Main Library at 3:00 p.m. on Thursday 27 December. The agenda, as with many meetings of 1984, is a full one.

I thank you for another fine year of support, encouragement, and dedication. Without your willingness to serve, the community would not have the excellent Library which the Allen County Public Library is becoming. Best wishes for the merriest of Christmases.

Several items normally included in this packet may not be present, because of the early preparation of the packet and the holiday interruptions in schedules. These items will be made available to you at the Board meeting.

I look forward to seeing you on Thursday 27 December.

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
Thursday 27 December 1984
Board Room, Main Library
900 Webster Street
Fort Wayne, Indiana 46802

1. Adoption of the agenda.
2. Approval of the minutes of the 29 November 1984 regular Board meeting.
3. Reception of the financial report of 30 November 1984.
4. Report of the Director.
   A. Library use through 30 November 1984.
   B. Auction results.
   C. National Endowment for the Humanities Challenge Grant.
   D. Friends of the Allen County Public Library "Gold Again" Campaign.
   E. Other.
5. Public hearing on proposed additional appropriation of $45,000 to the Operating Fund for purchase of video equipment.
6. Approval of proposed additional appropriation.
7. Awarding of contract for purchase of video equipment.
8. Approval of a fund transfer resolution to cover line-item deficits in the Operating Fund.
9. Approval of transfer of funds from Operating Fund to Library Improvement Reserve Fund.
10. Reception of the report: "Branch Library Service Plan Recommended for Allen County Public Library" prepared by Lester E. Stoffel and Robert H. Rohlf. Adoption of a process for dissemination, public comment, and Board action on the report.
11. Report of the nominating committee and election of officers for 1985.
12. Appointment of members to the Allen County Public Library Foundation Board.

13. Adoption of plan of work for the Board of Finance during January and February 1985.

14. Approval of report and recommendation of the Committee on Insurance concerning employee health insurance for 1985.

15. Approval of the following salaried appointment:

Kathryn Witwer	Georgetown Branch Manager Grade 7	#110	$26,288.

16. Approval of payment of the following bills:

12/31/84	Accounts Payable	$318,205.46
11/27/84	Fort Wayne National Bank	450,000.00
11/27/84	Fort Wayne National Bank	4,893.76
11/28/84	ILTA	15.00
11/28/84	Dwayne Vardaman	4.10
11/29/84	Luana K. Stanley	64.63
11/29/84	Summit Bank	864.00
11/30/84	Jeannette Roembke	5.94
11/30/84	Mutual Benefit Life	2,227.36
11/30/84	Summit Health	1,520.68
11/30/84	Blue Cross	6,588.00
11/30/84	Lester L. Stoffel	7,602.60
12/3/84	Stouffer Hotels	106.64
12/3/84	Angela Holderman	48.80
12/3/84	Ellen H. Klage	4.95
12/3/84	Susan K. Ferkel	2.00
12/3/84	Kathleen Wrobel	2.25
12/3/84	Susan Hawthorne	3.95
12/3/84	Susan A. Stone	12.95
12/3/84	Starla J. Steckbeck	11.25
12/3/84	Rita Isaacson	4.00
12/3/84	PERF-OASI/FICA	6,835.61
12/5/84	Angela Holderman	5.40
12/5/84	Kenneth Schell	36.11
12/5/84	Summit Bank	818.00
12/7/84	Crisis Prevention Institute	145.00
12/7/84	Ohio Historical Society	8.00
12/12/84	IESD	67.00
12/12/84	Sue Barancik	62.60
12/12/84	ILTA	10.00
12/12/84	Rick J. Ashton	6.31
12/13/84	Kenny Rodenbeck	50.00
12/13/84	Summit Bank	579.00
12/13/84	Fort Wayne Newspapers	150.80
12/13/84	KPM Company	7,900.00
12/13/84	Indiana & Michigan	12,262.88
12/13/84	Mark Anderson	21.82
12/13/84	Gigi Watkins	4.95
12/14/84	David Milne	15.95
12/18/84	Stoner's	17.50
12/18/84	Rick J. Ashton	4.08
12/18/84	Marsha Anderson	3.95

12/18/84	Alexa Anne Scherer	9.25
12/18/84	Charles Fullhart	20.00
12/18/84	Barbara J. Sachs	7.95
12/19/84	Fullerton's Fabric	268.74
12/19/84	John Beatty	438.78
12/19/84	K. Marie Stolba	25.00
12/19/84	PERF-OASI/FICA	13,689.54
12/20/84	Summit Bank	1,780.00

17. Other Business.

18. Adjournment.

MINUTES

Board of Library Trustees of the Allen County Public Library

27 December 1984

The Board of Library Trustees of the Allen County Public Library met in regular monthly session in the Board Room of the Main Library at 3:00 p.m. on Thursday 27 December 1984. Members present: Rae Gates, Mary Koehlinger, Lu Ann Beaman, Alan McMahan. Members absent: Zohrab Tazian, Patricia Beers, James Ganaway. Mrs. Gates presided.

1. Adoption of the agenda. The agenda was adopted as circulated, with the addition of an additional item under Other Business concerning mileage reimbursement.

2. Approval of the minutes of the 29 November 1984 regular Board meeting. The Board approved the minutes as circulated.

3. Reception of the financial report of 30 November 1984. The Board received the report as presented.

4. Report of the Director. Rick Ashton reported on the following matters:

A. Library use through 30 November 1984. During the month of November, the Library circulated 174,950 items, an increase of 5.1% over November 1983. The Library answered 21,247 reference questions, an increase of 6.3% over November 1983. For the first eleven months of 1984, the Library circulated 2,124,689 items, up

5.8% from 1983. The Library answered 253,064 reference questions, up 27.6% from the first eleven months of 1983. In-house use of Library materials, based on surveys conducted in April and October, was at an estimated level of 1,185,111 uses during the first eleven months of the year. No comparable figures for 1983 are available.

B. Auction results. At the auction of surplus property on 29 November, the gross proceeds were $11,480.50. Of this, after deduction for auctioneer and related expenses, the Library received $9,516.34.

C. National Endowment for the Humanities Challenge Grant. On 12 December the National Endowment for the Humanities announced the award of a grant of $300,000 to the Allen County Public Library Foundation for the endowment of book purchasing in the humanities. The Library and its associated groups will have slightly more than 3 years to raise the required $900,000 match for this grant. The Friends of the Allen County Public Library have already pledged $75,000 to meet the first milestone in the matching requirement, by July 1985. $35,000 of this pledge is in hand, with the remainder forthcoming in the next few months.

D. Friends of the Allen County Public Library, "Gold Again" Campaign. A mailing of more than 16,000 pieces went out in mid-December. The gold Library card is the premium once again for a $25.00 contribution. More than $4000 has been received to date.

E. Other. Zohrab Tazian and Rick Ashton have met with Gary Trent concerning Mr. Trent's communication concerning the Harrison

and Washington property. A general discussion setting forth the Board's position on sale or lease of the property was held. No specific proposals have been forthcoming.

5. Public Hearing on proposed additional appropration of $45,000 to the Operating Fund for purchase of video equipment. Mrs. Gates opened the public hearing. No member of the public spoke on the issue. Mrs. Gates closed the public hearing.

6. Approval of proposed additional appropriation. The Board approved the proposed appropriation resolution in the amount of $44,649.

7. Awarding of contract for purchase of video equipment. The Board received from Steven Fortriede, Public Services Manager, a report and recommendation on the bid opening of 21 December for additional video equipment. The recommendation was that the Board award the purchase to Thalner Electronic Laboratories, Inc., in the amount of $42,966.90. The Board approved the recommendation and awarded the purchase order.

8. Approval of a fund transfer resolution to cover line-deficits in the Operating Fund. The Board approved the fund transfer resolution as presented.

9. Approval of transfer of funds from Operating Fund to Library Improvement Reserve Fund. The Board approved the transfer of $117,481 from the Operating Fund to the Library Improvement Reserve Fund, thus transferring the full amount authorized under the 1984 Operating Budget.

10. Reception of the report: "Branch Library Service Plan Recommended for Allen County Public Library," prepared by Lester E. Stoffel and Robert H. Rohlf. The Board formally received the report as presented by the consultants. The Board further adopted the following process for dissemination, public comment, and Board action on the report: The Board directed that a generous number of copies of the report be printed and made available for public distribution at all Library locations. The Board agreed to receive public comments in writing at any time and to set aside time for oral comments at the regular Board meetings of 24 January, 28 February, and 28 March 1985. The Board set 25 April 1985 as its target date for decisions relating to the recommended plan.

11. Report of the nominating committee and election of officers for 1985. The nominating committee, consisting of Mary Koehlinger, Lu Ann Beaman, and Alan McMahan, chairman, presented the following slate of nominations for 1985: For president, Rae Gates; for vice-president, Patricia Beers; for secretary, Zohrab Tazian; for treasurer, James Ganaway. The Board unanimously elected the slate as proposed by the nominating committee.

12. Appointment of members to the Allen County Public Library Foundation Board. The Board appointed Alan McMahan and Patricia Beers as members of the Allen County Public Library Foundation Board for a three-year term, 1 January 1985 - 31 December 1987.

13. Adoption of plan of work for the Board of Finance during January and February 1985. The Board set the date of 8 January 1985 at 11:45 a.m. as the time for its first meeting as the Board of Finance. It decided to

set the date and time for the second meeting as part of the agenda for the first meeting.

14. Approval of report and recommendation of the Committee on Insurance concerning employee health insurance for 1985. The Committee on Insurance, consisting of Mary Koehlinger, Alan McMahan, and James Ganaway, chairman, presented its report and recommendation. That the Library offer employees a choice among three health care insurance plans for 1985, as follows:

Blue Cross/Blue Shield	Single: $74.00	Family: $193.80
Summit Health	Single: $65.24	Family: $172.63
Physicians' Health Plan	Single: $68.18	Family: $186.91

and that the Library continue the its practice of paying the cost of single coverage, less an employee contribution of $1.00 per year. The Board approved the recommendation as presented.

15. Approval of the following salaried appointment: Kathryn Witwer, Georgetown Branch Manager, Grade 7, #110, $26,288. The Board approved the appointment as presented.

16. Approval of payment of the following bills: Dr. Ashton certified that the following bills are true and correct and supported by itemized invoices or other equivalent documentation. The Board approved payment of the bills, as follows:

12/31/84	Accounts Payable	$318,205.46
11/27/84	Fort Wayne National Bank	450,000.00
11/27/84	Fort Wayne National Bank	4,893.76
11/28/84	ILTA	15.00
11/28/84	Dwayne Vardaman	4.10
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12/19/84	PERF-OASI/FICA	13,689.54
12/20/84	Summit Bank	1,780.00.

17. Other business. Revision of employee mileage allowance amount for 1985. The Board changed the amount from the previously set $.23 per mile to $.205 per mile to avoid the necessity of reporting reimbursements as income, both for employer and employee.

18. Adjournment. The Board adjourned.

Nov BLT
Attend to minutes

Fort Wayne Literacy Council, Inc.

(LAUBACH AFFILIATE)

910 Broadway
Ft. Wayne, Indiana 46802
(219) 422-5141

"EACH ONE TEACH ONE"

November 1, 1984

Rick Ashton and Library Board
Allen County Public Library
900 Webster
Ft. Wayne, Indiana 46801

Dear Rick Ashton and Board members:

On behalf of all the tutors and other volunteers in the Fort Wayne Literacy Council, I want to thank you for the addition of the Adult Basic Reading Center to the ACPL.

We appreciate your support of the Literacy Movement and we commend the concern and efforts of Dick Seagly and the Literacy Committee in putting together the collection.

We know that many adult low-level readers will benefit from the Adult Basic Reading collection.

Sincerely,

Marilyn Zollars

Marilyn Zollars
Chairperson

Copy to Board Pres.

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

1984 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MORL	LSCA RECIP BOR	LSCA RETROCON	PAYROLL FUND	TOTAL FUNDS
JAN 01	494,728.14		200.00	187,211.95	90,523.76	26,189.55	300.00	2,665.45	4,528.45	2,365.45	(113.84)				36,201.59	844,798.52
JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.35				17,070.45	318,085.97
FEB 29	(148,665.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.51		(3,002.37)		27,297.84	599,760.34
APR 30	639,287.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	6,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
MAY 31	780,855.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
AUG 31	4,757.56	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
OCT 31	398,783.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
NOV 30	789,701.98	1,212.10	200.00	145,708.71	89,018.98	26,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

1984 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86
SEP 30	153,844.99	2,772.58	200.00	50.00	1,292.10	158,159.67
OCT 31	589,898.52	2,772.58	200.00	25.00	637.10	593,533.20
NOV 30	1,107,005.69	2,772.58	200.00	100.00	1,212.10	1,111,290.37

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH NOVEMBER 30, 1984

S/A	DESCRIPTION	BUDGET	NOV	%	DEC	%	YTD	%	BALANCE	%	ENCUM-11/30	%	UNEMC BAL	%
111	SALARY-DIRECTOR	48,350	5,578.83	11.54		0.00	44,630.64	92.31	3,719.36	7.69	796.97	1.65	2,922.39	6.04
1[illegible]	[illegible]ARY OF ASSISTANTS	2,385,680	263,531.17	11.05		0.00	2,149,869.15	90.12	235,810.85	9.88	38,250.15	1.60	197,560.70	8.28
114	WAGES OF JANITORS	130,086	15,976.04	12.28		0.00	131,733.82	101.27	(1,647.82)	(1.27)	2,360.03	1.81	(4,007.85)	(3.08)
110	SALARIES AND WAGES	2,564,116	285,086.04	11.12	0.00	0.00	2,326,233.61	90.72	237,882.39	9.28	41,407.15	1.61	196,475.24	7.66
121	FICA	179,488	13,502.55	7.52		0.00	162,497.18	90.53	16,990.82	9.47	20,525.15	11.44	(3,534.33)	(1.97)
122	UNEMPLOYMENT COMPENSATION	40,000	240.00	0.60		0.00	9,785.19	24.46	30,214.81	75.54	67.00	0.17	30,147.81	75.37
123	PERF	83,580	0.00	0.00		0.00	70,153.58	83.94	13,426.42	16.06	0.00	0.00	13,426.42	16.06
124	GROUP INSURANCE	129,000	10,336.04	8.01		0.00	114,238.94	88.56	14,761.06	11.44	0.00	0.00	14,761.06	11.44
120	EMPLOYEE BENEFITS	432,068	24,078.59	5.57	0.00	0.00	356,674.89	82.55	75,393.11	17.45	20,592.15	4.77	54,800.96	12.68
100	PERSONAL SERVICES	2,996,184	309,164.63	10.32	0.00	0.00	2,682,908.50	89.54	313,275.50	10.46	61,999.30	2.07	251,276.20	8.39
211	OFFICIAL RECORDS	350	0.00	0.00		0.00	0.00	0.00	350.00	100.00	0.00	0.00	350.00	100.00
212	PROMOTIONAL/PRINTING	14,000	1,451.01	10.36		0.00	24,894.92	177.82	(10,894.92)	(77.82)	1,842.11	13.16	(12,737.03)	(90.98)
213	OTHER OFFICE SUPPLIES	15,000	1,002.91	6.69		0.00	17,799.73	118.66	(2,799.73)	(18.66)	431.10	2.87	(3,230.83)	(21.54)
210	OFFICE SUPPLIES	29,350	2,453.92	8.36	0.00	0.00	42,694.65	145.47	(13,344.65)	(45.47)	2,273.21	7.75	(15,617.86)	(53.21)
221	CLEANING SUPPLIES	35,000	613.51	1.75		0.00	8,630.53	24.66	26,369.47	75.34	193.53	0.55	26,175.94	74.79
222	FUEL, OIL AND LUBRICANTS	40,000	2,069.16	5.17		0.00	27,370.99	68.43	12,629.01	31.57	0.00	0.00	12,629.01	31.57
223	OTHER OPERATING SUPPLIES	71,000	10,434.88	14.70		0.00	69,334.18	97.65	1,665.82	2.35	5,178.33	7.29	(3,512.51)	(4.95)
220	OPERATING SUPPLIES	146,000	13,117.55	8.98	0.00	0.00	105,335.70	72.15	40,664.30	27.85	5,371.86	3.68	35,292.44	24.17
231	BUILDING SUPPLIES	8,000	406.03	5.08		0.00	47,251.39	590.64	(39,251.39)	(490.64)	135.23	1.69	(39,386.62)	(492.33)
233	REPAIR PARTS & SUPPLIES	10,000	1,661.27	16.61		0.00	18,557.08	185.57	(8,557.08)	(85.57)	3,168.93	31.69	(11,726.01)	(117.26)
234	OTHER MAINT SUPPLIES	5,650	0.00	0.00		0.00	26.04	0.46	5,623.96	99.54	0.00	0.00	5,623.96	99.54
230	REPAIR/MAINT SUPPLIES	23,650	2,067.30	8.74	0.00	0.00	65,834.51	278.37	(42,184.51)	(178.37)	3,304.16	13.97	(45,488.67)	(192.34)
241	VIDEOTAPE	14,000	0.00	0.00		0.00	0.00	0.00	14,000.00	100.00	0.00	0.00	14,000.00	100.00
240	OTHER SUPPLIES	14,000	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	100.00	0.00	0.00	14,000.00	100.00
200	SUPPLIES	213,000	17,638.77	8.28	0.00	0.00	213,864.86	100.41	(864.86)	(0.41)	10,949.23	5.14	(11,814.09)	(5.55)
31[illegible]	[illegible]SULTING SERVICES	11,000	7,943.75	72.22		0.00	28,248.62	256.81	(17,248.62)	(156.81)	0.00	0.00	(17,248.62)	(156.81)
3[illegible]	[illegible]DING SERVICES	10,000	0.00	0.00		0.00	4,382.50	43.83	5,617.50	56.18	0.00	0.00	5,617.50	56.18
313	LEGAL SERVICES	4,000	45.50	1.14		0.00	962.00	24.05	3,038.00	75.95	0.00	0.00	3,038.00	75.95
314	OTHER PROFESSL SERVICES	6,500	235.00	3.62		0.00	2,714.58	41.76	3,785.42	58.24	372.50	5.73	3,412.92	52.51
310	PROFESSIONAL SERVICES	31,500	8,224.25	26.11	0.00	0.00	36,307.70	115.26	(4,807.70)	(15.26)	372.50	5.73	(5,180.20)	(20.99)
321	TELECOMMUNICATIONS	62,000	3,803.53	6.13		0.00	47,509.62	76.63	14,490.38	23.37	0.00	0.00	14,490.38	23.37
322	POSTAGE	35,000	5,319.97	15.20		0.00	31,296.54	89.42	3,703.46	10.58	0.00	0.00	3,703.46	10.58
323	TRAVELING EXPENSE	10,000	1,516.12	15.16		0.00	11,523.75	115.24	(1,523.75)	(15.24)	0.00	0.00	(1,523.75)	(15.24)
324	TRAINING & DEVELOPMENT	9,000	157.50	1.75		0.00	6,258.40	69.54	2,741.60	30.46	0.00	0.00	2,741.60	30.46
325	FREIGHT AND PARCEL	1,000	62.65	6.29		0.00	515.46	51.55	484.54	48.45	0.00	0.00	484.54	48.45
320	COMMUNICATION/TRANSPORT	117,000	10,859.97	9.28	0.00	0.00	97,103.77	82.99	19,896.23	17.01	0.00	0.00	19,896.23	17.01
331	ADVERTISING/PUBLICATION	2,200	15.00	0.68		0.00	752.44	34.20	1,447.56	65.80	0.00	0.00	1,447.56	65.80
332	PRINTING-OUTSIDE VENDORS	1,500	0.00	0.00		0.00	1,894.62	126.31	(394.62)	(26.31)	638.08	42.54	(1,032.70)	(68.85)
330	PRINTING & ADVERTISING	3,700	15.00	0.41	0.00	0.00	2,647.06	71.54	1,052.94	28.46	638.08	17.25	414.86	11.21
341	OFFICIAL BONDS	100	0.00	0.00		0.00	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
342	INSURANCE	34,000	0.00	0.00		0.00	28,619.00	84.17	5,381.00	15.83	0.00	0.00	5,381.00	15.83
340	TOTAL INSURANCE	34,100	0.00	0.00	0.00	0.00	28,619.00	83.93	5,481.00	16.07	0.00	0.00	5,481.00	16.07

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH NOVEMBER 30, 1984

S/A	DESCRIPTION	BUDGET	NOV	%	DEC	%	YTD	%	BALANCE	%	ENCUM-11/30	%	UNEXC BAL	%
351	UTILITIES-NATURAL GAS	99,000	3,765.31	3.80		0.00	63,110.52	63.75	35,889.48	36.25	0.00	0.00	35,889.48	36.25
3[illegible]	[illegible]LITIES-ELECTRIC	269,000	21,590.87	8.03		0.00	228,997.86	85.13	40,002.14	14.87	0.00	0.00	40,002.14	14.87
35[illegible]	[illegible]TILITIES-WATER	6,000	408.99	6.82		0.00	4,815.58	80.26	1,184.42	19.74	0.00	0.00	1,184.42	19.74
354	WASTE DISPOSAL SERVICES	8,000	566.20	7.08		0.00	6,258.43	78.23	1,741.57	21.77	0.00	0.00	1,741.57	21.77
350	UTILITY SERVICES	382,000	26,331.37	6.89	0.00	0.00	303,182.39	79.37	78,817.61	20.63	0.00	0.00	78,817.61	20.63
361	BUILDINGS-REPAIR/MAINT	107,000	18,321.56	17.12		0.00	120,202.25	112.34	(13,202.25)	(12.34)	12,969.15	12.12	(26,171.40)	(24.46)
362	EQUIPMENT-REPAIR/MAINT	100,000	5,744.90	5.74		0.00	79,220.65	79.22	20,779.35	20.78	1,277.49	1.28	19,501.86	19.50
360	REPAIRS & MAINTENANCE	207,000	24,066.46	11.63	0.00	0.00	199,422.90	96.34	7,577.10	3.66	14,246.64	6.88	(6,669.54)	(3.22)
371	BUILDING RENTAL	3,000	200.00	6.67		0.00	2,200.00	73.33	800.00	26.67	0.00	0.00	800.00	26.67
372	EQUIPMENT RENTAL	21,000	380.48	1.81		0.00	9,004.93	42.88	11,995.07	57.12	0.00	0.00	11,995.07	57.12
370	RENTALS	24,000	580.48	2.42	0.00	0.00	11,204.93	46.69	12,795.07	53.31	0.00	0.00	12,795.07	53.31
391	DUES & MEMBERSHIPS	4,000	0.00	0.00		0.00	625.00	15.63	3,375.00	84.38	0.00	0.00	3,375.00	84.38
392	INTEREST-TEMPORARY LOANS	42,000	4,893.76	11.65		0.00	16,768.76	39.93	25,231.24	60.07	0.00	0.00	25,231.24	60.07
394	TRANSFER TO LIRF	117,481	0.00	0.00		0.00	0.00	0.00	117,481.00	100.00	0.00	0.00	117,481.00	100.00
395	BINDERY SERVICES	42,000	1,603.03	3.82		0.00	18,552.14	44.17	23,447.86	55.83	0.00	0.00	23,447.86	55.83
396	COMPUTER SERVICES	76,000	4,619.50	6.08		0.00	42,870.88	56.41	33,129.12	43.59	0.00	0.00	33,129.12	43.59
397	PHOTOGRAPHIC SERVICES	4,000	68.36	1.71		0.00	648.62	16.22	3,351.38	83.78	70.00	1.75	3,281.38	82.03
398	PROPERTY TAXES	2,519	1,259.05	49.98		0.00	2,518.10	99.96	0.90	0.04	0.00	0.00	0.90	0.04
390	OTHER SERVICES	288,000	12,443.70	4.32	0.00	0.00	81,983.50	28.47	206,016.50	71.53	70.00	0.02	205,946.50	71.51
300	OTHER SERVICES & CHARGES	1,087,300	82,521.23	7.59	0.00	0.00	760,471.25	69.94	326,828.75	30.06	15,327.22	1.41	311,501.53	28.65
440	FURNITURE AND EQUIPMENT	100,700	12,118.48	12.03		0.00	70,316.92	69.83	30,383.08	30.17	29,321.60	29.12	1,061.48	1.05
451	BOOKS	668,500	93,739.45	14.02		0.00	577,813.13	86.43	90,686.87	13.57	118,342.32	17.70	(27,655.45)	(4.14)
452	PERIODICALS/NEWSPAPERS	181,450	8,426.12	4.64		0.00	73,684.03	40.61	107,765.97	59.39	0.00	0.00	107,765.97	59.39
453	NONPRINTED MATERIALS	105,050	10,933.71	10.41		0.00	71,648.32	68.20	33,401.68	31.80	9,256.79	8.81	24,144.89	22.98
450	OTHER CAPITAL OUTLAYS	955,000	113,099.28	11.84	0.00	0.00	723,145.48	75.72	231,854.52	24.28	127,599.11	13.36	104,255.41	10.92
400	CAPITAL OUTLAYS	1,055,700	125,217.76	11.86	0.00	0.00	793,462.40	75.16	262,237.60	24.84	156,920.71	14.86	105,316.89	9.98
9[illegible]	[illegible]AL OPERATING FUND	5,352,184	534,542.39	9.99	0.00	0.00	4,450,707.01	83.16	901,476.99	16.84	245,196.46	4.58	656,280.53	12.26

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1984

G/L#	S/A#	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD%
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	21,000.00	0.00	(1,882.62)	0.00	0.00	5,000.00	0.00	0.00		24,117.38	0.46
10	5102	BOND-PROPERTY	0.00	0.00	0.00	29,000.00	100,000.00	19,395.02	0.00	0.00	15,000.00	20,000.00	100,000.00		283,395.02	5.45
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,729.36	0.00	0.00	0.00	0.00	0.00		2,729.36	0.05
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
		BOND-TOTAL	0.00	0.00	0.00	50,000.00	100,000.00	20,241.76	0.00	0.00	20,000.00	20,000.00	100,000.00	0.00	310,241.76	5.97
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	199,000.00	0.00	61,170.21	0.00	0.00	75,000.00	0.00	0.00		335,170.21	6.45
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	396,000.00	1,400,000.00	223,454.07	0.00	0.00	185,000.00	330,000.00	1,300,000.00		3,824,454.07	73.81
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,143.95	0.00	0.00	0.00	0.00	0.00		37,143.95	0.71
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
		OPERATING-TOTAL	0.00	0.00	0.00	595,000.00	1,400,000.00	321,768.23	0.00	0.00	260,000.00	330,000.00	1,300,000.00	0.00	4,206,768.23	80.97
		LOCAL TAX REVENUES	0.00	0.00	0.00	645,000.00	1,500,000.00	342,009.99	0.00	0.00	280,000.00	350,000.00	1,400,000.00	0.00	4,517,009.99	86.95
11	5111	PHOTOCOPYING FEES	6,044.75	8,830.86	8,645.46	9,525.95	8,924.73	7,284.64	8,368.23	6,204.10	6,651.25	8,664.67	8,216.33		87,460.97	1.68
12	5121	EXTENDED USE FEES	7,640.85	6,904.85	8,032.70	7,537.88	9,388.48	7,954.05	6,532.31	5,962.56	5,124.86	7,247.95	7,259.59		79,586.08	1.53
13	5131	GRANTS	4,468.00	3,500.00	4,582.00	10,687.00	40,000.00	4,090.00	0.00	39,102.24	29,347.00	2,829.00	2,746.00		141,351.24	2.72
14	5141	PARKING LOTS	5,439.78	7,071.74	6,447.68	8,210.36	7,648.33	6,925.60	6,992.94	6,914.28	7,169.05	6,808.28	8,528.82		78,156.86	1.50
15	5151	RENT---TRI-ALSA	801.36	775.16	775.16	727.52	721.46	835.02	682.56	1,406.12	0.00	1,552.34	0.00		8,276.70	0.16
15	5152	RENT---SERVICE CENTER	1,000.00	1,000.00	1,000.00	1,000.00	825.00	825.00	825.00	875.00	825.00	825.00	775.00		9,775.00	0.19
15	5153	RENT---OTHER	234.90	229.66	60.00	10.00	80.00	20.00	10.00	10.00	600.00	20.00	10.00		1,284.56	0.02
		TOTAL RENT	2,036.26	2,004.82	1,835.16	1,737.52	1,626.46	1,680.02	1,517.56	2,291.12	1,425.00	2,397.34	785.00	0.00	19,336.26	0.37
16	5161	GIFTS-UNRESTRICTED	52.91	0.00	99.81	148.60	0.00	0.00	15.00	35.00	3.81	68.90	18.70		442.73	0.01
16	5162	GIFTS-GENEALOGY CLASS	0.00	630.00	480.00	0.00	0.00	0.00	420.00	870.00	0.00	0.00	0.00		2,400.00	0.05
16	5163	GIFTS-RESTRICTED	31.80	0.00	0.00	5,355.00	421.00	5,160.96	770.38	317.00	2,307.20	690.18	2,066.67		17,120.19	0.33
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
		TOTAL GIFTS	84.71	630.00	579.81	5,503.60	421.00	5,160.96	1,205.38	1,222.00	2,311.01	759.08	2,085.37	0.00	19,962.92	0.38
17	5171	INTEREST	5,880.31	2,693.49	5,023.91	6,111.41	7,788.08	8,942.71	7,134.11	4,117.46	2,248.01	4,706.84	4,453.37		59,099.70	1.14
18	5181	SUBSCRIPTION CARDS	80.00	100.00	140.00	80.00	80.00	40.00	160.00	220.00	220.00	120.00	120.00		1,360.00	0.03
19	5191	COX CABLE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	0.00		60,000.00	1.15
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	344.20	0.00	0.00		1,344.20	0.03
19	5193	MILEAGE	55.20	0.00	55.20	55.20	70.20	125.32	89.24	0.00	114.74	55.20	55.20		675.50	0.01
19	5194	ACPL PUBLICATIONS	0.00	60.00	33.00	52.00	64.05	29.00	22.00	29.00	28.45	16.39	12.00		345.89	0.01
19	5195	RESEARCH SERVICES	0.00	0.00	0.00	0.00	349.95	253.10	275.80	807.02	400.80	348.96	196.57		2,632.20	0.05
19	5196	EQUIPMENT DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
19	5197	PAY PHONES	30.22	0.00	31.45	49.42	40.35	10.57	40.11	37.47	20.30	39.53	31.79		331.21	0.01
19	5198	LOST/DAMAGED MATERIAL	0.00	0.00	0.00	0.00	107.57	113.35	100.82	625.33	467.22	520.20	537.52		2,472.01	0.05
19	5199	REFUNDS	0.00	0.00	29.73	15.00	0.00	450.05	869.46	436.65	61.90	93.75	38,017.03		39,973.57	0.77
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	70,170.34	0.00	0.00	0.00	0.00		70,170.34	1.35
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.55	322.5	1,588.00	500.00		2,724.05	0.05
19	5300	OTHER INCOME	157.92	302.43	71.52	35.70	126.70	197.10	88.84	574.47	113.79	125.72	9,323.77		11,217.86	0.22
		TOTAL OTHER INCOME	243.24	362.43	220.90	207.32	758.82	2,178.49	71,656.61	2,923.49	31,873.90	32,787.75	48,673.88	0.00	191,886.83	3.69
		NON-TAX TOTALS	31,917.90	32,098.19	35,507.62	49,701.04	76,635.90	44,256.47	103,567.14	68,957.25	86,370.08	66,320.91	82,868.36	0.00	678,200.86	13.05
		TOTAL INCOME	31,917.90	32,098.19	35,507.62	694,701.04	1,576,635.90	386,266.46	103,567.14	68,957.25	366,370.08	416,320.91	1,482,868.36	0.00	5,195,210.85	100.00

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Rick J. Ashton
director

AGENDA ITEMS 5, 6, & 7

PUBLIC HEARING, ADDITIONAL APPROPRIATION, AND CONTRACT FOR VIDEO EQUIPMENT

These three agenda items all relate to the same matter. The Fort Wayne City Council has appropriated $44,649 from the cable franchise fund to be paid to the Allen County Public Library for the purchase of additional studio and portable video equipment for the public access television studio. The necessary additional appropriation by the Board of Library Trustees has been duly advertised. This process calls for a public hearing on the proposed appropriation. Following the public hearing, the Board may act on the additional appropriation as set forth in the attached additional appropriation resolution. After the money has been appropriated, the Board can act on Item 7, the awarding of a contract for purchase of the equipment. The invitation for bids has been duly published, with a bid opening set for 3:00 p.m. on 21 December. At the Board meeting on 27 December, the results of the bid opening and a recommendation for purchase will be presented.

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Rick J. Ashton
director

To: Rick Ashton
From: Steve Fortriede
Subj: Evaluation of bids

Ross Rowe and I have evaluated the bids for television equipment. We recommend acceptance of the bid of Thalner Electronics with the alternatives specified on the attached comparison sheet.

Thalner was the only company to offer a bid on all of the items we wished to purchase and was also the only company to offer as an alternate the new version of the Sony DXC-M3 camera. The enhanced M3A version was just announced and has more sensitive pickup tubes, better resolution, and a higher signal-to-noise ratio than the DXC M3.

Note that the B&J bid includes only a 90-day warranty on labor, not the 1-year warranty requested in the bid specifications.

Other considerations which support our recommendation in favor of Thalner are that, if it is necessary for us to purchase separately the items for which one of the other companies did not offer a bid, we will not be able to command as much discount, which will raise the total package price, and that we are sensitive to the difficulties which are likely to arise if we have two different companies responsible for service on different elements of one integrated studio system.

PRICE ON ORIGINAL BID LIST (ALTERNATES ARE STARRED)

Item	Thalner	AVS	B&J[1]
LBO-5860 waveform monitor	1830.00	4100.00*	NO BID
CVM-1270 test monitor	601.00	632.00	598.00
NV-8950 slo-motion VHS recorder	1508.00	1595.00	1449.00
M-67 microphone mixers	612.00	638.00	538.00
CT-110MA monitors	1428.00	NO BID	1448.00
Mino-pro MK II light kits	1323.00	NO BID	NO BID
DXC-M3 cameras, studio configuration	15942.16	15990.00	15012.00
DXC-M3 camera, port. configuration	5934.60	5800.00	5477.00
WV-3170/80 portopak cameras	1891.00*	1878.00	1904.00*
NV-8420 portopak recorders	1482.60	1520.00	1410.00
Bogen 3069 tripod	742.00	760.00	770.00
VP-1 special effects char. generator	4165.30	3689.00	3867.00
Installation	390.00	0.00	0.00
	(37849.66)		
TOTAL BID	37777.66	36602.00	32473.00
Additional required to purchase "NO BID" items	----	2751.00	3153.00
	(37849.66)		
TOTAL COST FOR BASIC LIST	37777.66	39353.00	35626.00
Cine 60 Batteries	726.00	778.00	798.00
VP-5000 Vmatic player	1392.00	1411.00	1337.00
BR-6400 w/ RM530 VHS recorder	1417.50*	2289.00*	2450.00*
DXC-M3 "A", new version of camera	1293.59	NO BID	NO BID
DXC-M3 "A", new version of camera	360.15	NO BID	NO BID
	(43038.90)		
TOTAL with desired alternatives	42966.90	43831.00	40211.00
Additional required to purchase "NO BID" items	----	1653.74	1653.74
	(43038.90)		
GRAND TOTAL FOR DESIRED ITEMS	42966.90	45484.74	41864.74

1. Warranty is stated as 90 days for labor, 1 year for parts.

LIBRARY APPROPRIATION RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the 1985 annual budget for the various functions of the Allen County Public Library;

Now, be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following additional sums of money are hereby appropriated and ordered set apart in the Operating Fund, from unanticipated revenue, for the purposes specified, subject to the laws governing the same:

Library Operating Fund	Amount Appropriated
4 Properties Equipment	$44,649
TOTAL	$44,649

Presented to the Board of Trustees of the Allen County Public Library, read in full, and adopted this 27th day of December, 1984, by the following aye and nay vote.

AYE	NAY
Dean McMahan	
Ron Gates	
[illegible]	
Mary Kiehlberger	

ATTEST: [illegible]
Secretary, Board of Library Trustees
per [illegible]

(Certificate of Secretary of Appropriating Body)

C E R T I F I C A T E

I, THE UNDERSIGNED Zohrab K. Tazian OF
Secretary
Allen County PUBLIC LIBRARY, Allen COUNTY,
INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF Allen COUNTY
THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH
RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF
Allen COUNTY, INDIANA, AT A MEETING HELD ON 27 December 1984.

DATED THIS 2nd DAY OF January, 1985.

Zohrab K. Tazian
(Name)

Secretary - Board of Library Trustees
(Secretary)

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Rick J. Ashton
director

AGENDA ITEMS 8 & 9

FUND TRANSFER RESOLUTION IN THE OPERATING FUND AND TRANSFER TO LIBRARY IMPROVEMENT RESERVE FUND

These two items relate to year-end cash and budgetary clean up activities.

The fund transfer resolution, which will be available at the Board meeting, will allow the Library to cover those few lines of the budget which have been overspent. Ample surpluses exist in many lines of the budget for this coverage.

The transfer to the Library Improvement Reserve Fund amount will be proposed at the Board meeting, when year-end information is available. This transfer will substantially permit the replacement in the Library Improvement Reserve Fund of the purchase price of the Downtown Service Center, which occurred in 1982.

ALLEN COUNTY PUBLIC LIBRARY

OPERATING FUND TRANSFER RESOLUTION

27 DECEMBER 1984

WHEREAS, it has been determined that it is necessary to transfer funds between major classifications of the annual Operating budget of the Allen County Public Library; Now, Therefore:

SECTION I. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1. Personal Services	
114 Janitorial wages	$20,000.00
121 FICA	3,534.33
2. Supplies	
212 Promotional printing	13,977.89
213 Other office supplies	3,592.09
223 Other operating supplies	2,893.09
231 Building supplies	39,798.39
233 Repair	11,095.35
3. Other Services & Charges	
311 Consulting	26,741.62
323 Travel	2,243.38
332 Printing - Outside vendors	812.20
342 Insurance	999.00
361 Building repair	18,741.52
4. Capital Outlays	
451 Books	40,001.73
TOTAL	$184,430.59

SECTION II. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1. Personal Services	
112 Other salaried wages	$20,000.00
122 Unemployment compensation	28,534.33
2. Supplies	
211 Official records	350.00
221 Cleaning supplies	26,226.82
222 Oil & fuel	10,677.85
234 Other supplies	5,623.96
241 Videotape	14,000.00
3. Other Services & Charges	
351 Natural gas	30,796.20
352 Electricity	18,741.52
395 Bindery	14,478.18
4. Capital Outlays	
452 Periodicals	6,841.55
453 Non-print materials	8,160.18
TOTAL	$184,430.59

Presented to the Allen County Public Library Board of Library Trustees, read in full and adopted, this 27th day of December 1984, by the following aye and nay vote.

AYE	NAY
Dean McNeilan	
Ron Giles	
Dulcinea Beaman	
Mary Ehrlenberger	

ATTEST: Dulcinea Beaman
Secretary, Board of Library Trustees

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AGENDA ITEM 10
Requested Action: Receive report and adopt method for public comment and Board decision

"BRANCH LIBRARY SERVICE PLAN RECOMMENDED FOR ALLEN COUNTY PUBLIC LIBRARY" by Lester E. Stoffel and Robert H. Rohlf

The first action relating to this matter is the adoption of a motion stating that the Board receives the report, agrees that the consultants have completed their contractual obligations, and approves payment of all contract commitments in full.

The second action sets forth a method for dissemination, public comment, and decision. The following elements are proposed:

1. Printing and distribution of multiple copies of the report to the news media and general public.
2. Identifying a public comment. From January through March 1985, with the following mechanisms for comment:
   A. Written communications addressed to the Board of Library Trustees.
   B. Telephoned or personal communications to the staff or Trustees, which will be transmitted to the Board.
   C. Oral presentation of comments at the regular Board meetings on 24 January, 28 February, and 28 March 1985.
3. Target date for a decision on the recommendations or modifications of the recommendations: Regular Board meeting of 25 April 1985.

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AGENDA ITEM 12
Requested Action: Appointment of Trustees

ALLEN COUNTY PUBLIC LIBRARY FOUNDATION TRUSTEES

The terms of M. Patricia Beers and Alan McMahan as trustees of the Allen County Public Library Foundation are due to expire on 31 December 1984. Under the trust instrument which created the Allen County Public Library Foundation, the Board of Library Trustees is responsible for the appointment of two members to fill these seats. The effective terms for the new appointments will be 1 January 1985 - 31 December 1987. There is no limitation on the number of terms which Allen County Public Library Foundation Trustees may serve.

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director

AGENDA ITEM 13
Requested Action: Adoption of plan

BOARD OF FINANCE

Every two years all public libraries are legally required to designate official depositories for Library funds according to an elaborate procedure.

The procedure requires that the Board meet for the purpose of organizing as a Board of Finanace between 8 January and 21 January; send notices to banks inviting proposals for deposit of funds by 16 January; and meet to open proposals and designate depositories between 4 February and 18 February.

Although this is a proforma activity, dates need to be set for these brief meetings.

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AGENDA ITEM 14
Requested Action: Approval of Recommendation

REPORT AND RECOMMENDATION OF THE COMMITTEE ON INSURANCE

James Ganaway, Chairman; Mary Koehlinger; Alan McMahan.

The Committee on Insurance recommends the attached staff proposal as the basis for the Library's employee health insurance program for 1985.

The Committee recommends that the Library continue its practice of paying the full cost, less one dollar per year, of single coverage under any one of the three plans chosen by employees, and that it pay the equivalent of the single coverage for employees who elect family health insurance coverage, with employees paying the remainder.

18 December 1984

To: The Insurance Committee of the Board of Library Trustees
From: Rick J. Ashton and Charlene P. Holly
Re: Recommendation for 1985 health insurance plans

We recommend that the current plans offered to the Library by Blue Cross/Blue Shield and Summit Health be continued for 1985. In addition, we recommend that the Library contract with Physicians' Health Plan of Northern Indiana to offer a health care plan.

A summary of the features and costs of this proposal follow:

Plan	Features	Cost per month				% increase
Blue Cross/Blue Shield	Conventional health plan: Hospitalization, no deductible; Major medical, $100 deductible, 80/20 to $2,500, 100% eligible expenses thereafter	Single:	$74.00/	Family:	$193.80	21.3/21
Summit Health	Health maintenance organization, staff model: Hospitalization, no deductible; Major medical, no deductible, $100% of eligible expenses	Single:	$65.24/	Family:	$172.63	11.7/-3.4
Physicians' Health Plan	health maintenance organization, independent practice association model: Hospitalization, no deductible; Major medical, no deductible, 100% of eligible expenses	Single:	$68.18/	Family:	$186.91	NA

The total estimated maximum cost to the Library based on 1984 membership choices and current Library/staff contribution arrangements will be $115,584 compared to $96,500 for 1984, an increase of 19.8%.

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